



Minutes of the Parish Council Meeting Held Monday 6th November 2023

7pm, Renshaw Room, Wivelsfield Village Hall

Agenda Item	Description	Resolved
Present:	Parish Councillors H Martin (Chair), D Cumberland (Vice-Chair), C Broad and R Morris. Liz Gander (Clerk) and three members of the public.	
1	<p>a</p> <p>Apologies for Absence Parish Councillors I Haffenden and S Morris had sent their apologies as they were away and unwell respectively. District Councillor Zoe Nicholson, who had been going to attend in place of District Councillor Coupland, also sent apologies due to illness.</p>	Apologies accepted.
2	<p>a</p> <p>Declarations of Members' Interests To receive declarations of interest from Councillors on items on the agenda</p> <p>b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests</p>	None noted.
3	<p>Public Forum The meeting was suspended to allow the public forum to take place.</p> <p>One resident advised that it appears that the Historical Society is going to fold, as it has been running with only a partial committee for the last couple of years. Any Historical Society assets will be passed to the Wivelsfield History Study Group and Historical Society records will be lodged with the East Sussex Records Office.</p> <p>Likewise, unfortunately the Christmas lunch held at the Village Hall will not be able to go ahead this year. Despite trying in recent years to recruit more volunteers, no one has stepped forward to organise it and the demands upon the lead organiser have become too great. The Chair thanked Sheila Blair for the huge amount of work that she has put into this over the years. In turn, the Parish Council was thanked for the support it had given to the initiative in the past.</p> <p>A query was raised as to the situation with Somerset Mews at the end of Eastern Road, and the frequency with which vehicles are entering and exiting the car park by driving across the pavement. The Clerk is pursuing this with both East Sussex Highways and Lewes District Council.</p> <p>Comments were also made about fears for another planning application being submitted, this time for fields to the east of Eastern Road, and a question was</p>	

		<p>asked about the status of the Local Plan. The Chair outlined where this process is at and the implication for housing numbers and urged everyone to review the draft Local Plan when it comes out for consultation later this month.</p> <p>Finally, the Council was asked if it could make contact with the management company for Orchard Close to request regular maintenance of the hedge at the edge of the development, bordering Theobalds Road. This is said to be an ancient hedge bank which has been there for hundreds of years, but requires maintenance to remain healthy.</p>	
4	a	<p>To Approve the Minutes of: <u>The Parish Council meeting held 2nd October 2023</u> – the minutes were agreed to be a true record of the meeting.</p>	Approved & signed.
5	a	<p>Planning Matters New planning applications considered: <u>LW/23/0629 - Land Adjacent to Magpie Ridge, South Road</u> - To regularise the land currently being used as part of a contracting business - Class B2/B8 - Resubmission of refusal LW/23/0344. The Council resolved to submit a neutral response, but to add comments including that: the site is outside the planning boundary, documentation supporting the application continues to appear inadequate, the site address described of 'Merryworth Cottage' and claim that a property of this name was previously located on the site appears erroneous and it is of concern that the plans are entitled 'proposed residential development at...' when this is not what the application purports to be for.</p>	To submit a neutral response, with additional comments as detailed.
	b	<p><u>LW/23/0631 – Moors Cottage, Slugwash Lane</u> - Change of use and erection of 2no. dwellings, demolition of outbuildings and structures, partial demolition of stables, with associated landscaping including remodelling of existing sand school and repositioning of two partially retained stables. The Council resolved to object to this application, for reasons including: it is outside the planning boundary and in a countryside location, impact on the adjacent Sussex border path (iron age trackway) and, crucially, the impact of creating two new, detached properties, in place of the already approved plan to convert existing buildings, which is more sympathetic to the location.</p>	To object for the reasons outlined.
	c	<p><u>LW/23/0648 – Clearview, Nursery Lane</u> - Erection of detached two bay carport, removal of existing external timber staircase to side elevation with window replacing first floor entrance. The Council resolved to object to this application. The site is outside the planning boundary and the proposed car port is felt to be too big and would dominate the site.</p>	To object for the reasons given.
	d	<p><u>LW/23/0538 – Summerdale, North Common Road</u> - Drop kerb and driveway extension.</p>	To support the application.
	e	<p>Tree Works Applications for Consideration <u>TW/23/0093/TCA - 4 Church Lane</u> - T1- Honey Locust (smothered in climbing Rose) - Reduce the tree canopy (together with Rose) by up to 2m in height and 1m in radial spread.)</p>	To support the application.
	f	<p><u>TW/23/0094/TPO - Former 'Nuggets', Valebridge Road</u> - T61 - Oak - Crown Lift of 2m.</p>	Neutral comment.
	g	<p><u>TW/23/0104/TPO – Annexe Nuggets, Valebridge Road</u> – T1 Hornbeam, dismantled to ground level; T2 Hornbeam, remove branches from ground level to 8m height; T4 – Hornbeam, remove low branch growing east over the lawn; T5 – Hornbeam, crown reduce to no closer than 3.5m. The Council wished to submit a neutral comment, but to query whether all the trees</p>	Neutral response with extra comment.

	<p>belong to the applicant, as members thought some appeared to be on the other side of the boundary.</p> <p>Notices of Planning Approval Received (for information only)</p> <p>h <u>LW/23/0397 – Shadycombe, Slugwash Lane</u> - Two single storey rear extensions, infill extension at front elevation, garage conversion at side elevation with alterations to fenestration at all elevations.</p> <p>i <u>LW/23/0386 - 8 Coppards Close</u> - Removal of existing rear conservatory, hip to gable side roof extension and rear dormer.</p> <p>j <u>LW/23/0140 - Bramble Lodge, Nursery Lane</u> - Section 73a retrospective application for single storey moveable and temporary dwelling for accommodation whilst works are carried out to adjacent properties and buildings.</p> <p>k <u>LW/23/0100 - Land To The North Of Clearview, Nursery Lane</u> - Demolition of existing two-storey outbuilding, construction of a two-storey 4no. bed dwelling house.</p> <p>l <u>LW/21/0867 – Springfield Industrial Estate, Ditchling Road</u> - Demolition and redevelop of existing site to deliver 30.no new residential dwellings with new access road and associated landscaping, amenity space, car parking, cycle and refuse storage.</p> <p>Other Planning Matters</p> <p>m <u>Further information about the Springfield Industrial Estate site</u> – the Guinness Partnership had written to advise that, whilst planning permission has now been granted, they have not yet been able to appoint a contractor for the work.</p> <p>n <u>Response from the Head of Planning at Lewes District Council, to a letter sent by the Parish Council regarding development pressure, the Local Plan and housing numbers</u> – the Council was pleased to have received the reply, the contents of which was noted. The Clerk to write to Maria Caulfield MP to address some of the seemingly erroneous information she is publicising regarding planning.</p> <p>o Email from CPRE regarding the draft Lewes Local Plan – noted.</p> <p>p <u>To note and make observations about the LDC document ‘Towards a Local Plan spatial strategy and policies directions’.</u> The Council stressed the importance of reviewing the draft local plan documents when they come out for public consultation later this month.</p> <p>q <u>Protection for Antye Field as an asset of community value (ACV)</u> – it was agreed to reapply to have Antye Field listed as an asset of community value for a further five years. The Clerk to circulate the application form and guidance to members for them to see what is involved, in case the Council wishes to apply to list any other assets.</p>	<p>Noted.</p> <p>Clerk to write to Maria Caulfield MP.</p> <p>Council to publicise consultation & encourage feedback.</p> <p>To reapply for ACV status.</p>
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6	a b c d e f g h i	<p>Financial Matters</p> <p><u>To approve this month's payments</u> – the Council ratified one item paid since the last meeting totalling £1186.32, twelve items of general expenditure, costing £5,122.51 and a further two items for the Hall Improvement Project Part 2, totalling £2,894.81 (please see Appendix A for details).</p> <p><u>Financial statements to 31 October 2023</u> - the Council noted the content of these statements. It was agreed to move money from the grants budget to cover S137 expenditure (currently £6800).</p> <p><u>Draft Budget 2024/25</u> – budget preparation is underway, and a draft will be circulated before the next meeting.</p> <p><u>Urban verge cutting options 2024</u> – it was agreed to continue with the present arrangement of engaging Barcombe Landscapes to undertake six cuts of our urban verges.</p> <p><u>To consider purchasing a new laptop for the Clerk</u> – as the Clerk's current laptop is struggling, it was agreed to purchase a new one of at least the same specification. A budget of £600+ was agreed.</p> <p>To note an update to Online Banking Procedures, reflecting a new phone number to call for Co-op business banking</p> <p>To update banking signatories – item no longer needed.</p> <p><u>To consider providing funding to preserve signage at Jacob's post</u> – the Council agreed to fund new signage under its power to promote tourism, as this is a site of local historic interest. A donation to be made to The Monday Group accordingly.</p> <p><u>Receipt of neighbourhood CIL (Community Infrastructure Levy)</u> – the Council had received £3,246.02 by way of its share of CIL from three planning applications.</p>	<p>Payments approved.</p> <p>Noted & movement of budget agreed.</p> <p>Present arrangement to be continued.</p> <p>Purchase of new laptop agreed.</p> <p>Noted.</p> <p>Council to provide funding for signage.</p> <p>Receipt of CIL noted.</p>
7	a b c d	<p>Clerk's Report</p> <p><u>Church Lane car park</u> – the contractor previously appointed cannot confirm a timescale within which he could do the required work, so the Council will seek alternative quotes.</p> <p><u>GDPR training</u> – several Council members have had GDPR training in their professional lives and wondered whether it was necessary to have additional (potentially duplicate) training, at a cost to the Council. The Clerk to investigate further.</p> <p><u>To discuss the Allowance Survey circulated by Lewes District Council</u> – Clerk to clarify whether the survey is predominantly aimed at those councils that do not currently have an allowance policy.</p> <p><u>To consider having a community award policy</u> – it was agreed to make this part of a wider conversation about community involvement, the demise of local clubs, fall in volunteering and what can be done to reverse this trend.</p>	<p>To seek alternative quotes.</p> <p>Clerk to investigate.</p> <p>Clerk to seek clarification.</p> <p>Council to hold an informal workshop to discuss.</p>
8	a b	<p>Reports from Parish Councillors</p> <p><u>Civility & Respect Pledge</u> – Councillors had been shocked to hear of the poor behaviour within some other councils and mistreatment of clerks. Whilst members felt that civil and respectful behaviour should be a matter of course, they saw some merit in being seen to have signed up to the Pledge and agreed to do so. The adoption of a Dignity at Work policy to be added to the December agenda, as this is an expected part of signing up to the Pledge.</p> <p><u>Division of responsibility between the Parish Council and the Hall's Management Committee</u> – to include request from the Committee to consider part-funding the cutting back of the hedge behind the Hall. The Chair to draft</p>	<p>Resolved to sign up to the Civility & Respect Pledge. New policy to add to Dec agenda.</p> <p>Chair to draft document.</p>

	c	a document outlining the Council's understanding about the division of responsibility between the two bodies, as a starting point. <u>Community Consultation</u> – the Council agreed to utilise the workshop agreed under item 7d, to discuss a range of ways to consult with the community.	To be discussed at workshop.
9	a b	Reports from District & County Councillors, MP & PCSO To note any written reports received prior to the meeting: Report from Maria Caulfield MP Report from County Councillor Milligan	Noted. Noted.
10		Items to be taken to the Next Lewes District Association of Local Councils Meeting Date for next meeting not yet known.	
11	a b c d e f g h	Correspondence – to review the items below plus any others arriving between the publication of the agenda and the meeting Action in Rural Sussex - Community Led Planning Email and Annual Report from the Monday Group Email from The Conservation Volunteers Safer Roads Stronger Communities Initiative Update on East Sussex Roads Woodland Trust – free trees for community groups East Sussex, South Downs and Brighton & Hove Waste and Minerals Plan Review – Main Modifications and Draft East Sussex Statement of Community Involvement Public Consultations – 27 October 2023 – 22 December 2023	The Council noted all items of correspondence.
12		Items for Noting or Inclusion on Next Agenda Nothing noted other than things raised under other agenda items above.	
13	a	Date of Next Meeting Monday 11 th December 2023	

Appendix A

Accounts for Payment for the Meeting of 6th November 2023**Items Paid Since the Last Meeting for Ratification**

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
General Expenditure					
Jakk	Refurbishment of finger post signs – South Road/Green Road junction & Church Lane		1186.32	Online	859
Total			1186.32	Online	

New Items Approved for Payment at the Meeting

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
General Expenditure					
Salaries	November 23		2,351.42	Online	860
East Sussex Pension Fund	Pension contributions November 23		853.90	Online	861
Lewes District Council	Car park & pavilion bin emptying September 23		38.40	Online	862
Lewes District Council	Charters Gate Way dog bin emptying November 23		93.60	Online	863
Lewes District Council	Outdoor Gym & Play Area Inspection November 23		36.00	Online	864
Sage UK Ltd	November 23 Sage 50 Accounts subscription		92.40	DD	865
SLCC	Annual subscription		296.00	Online	866
Lemonade Print	Printing of 100 copies of the Remembrance Sunday order of service		40.00	Online	867
Sussex Sign Centre	10 x advance warning signs for Remembrance Sunday road closure		501.60	Online	868
Amstech Asbestos Removal Ltd	Asbestos removal		264.00		869
Tetrabyte	New IT contract - including Office 365 subscriptions - 1 Aug-30 Nov 23		461.59	DD	872
Lewes District Council	Charters Gate Way dog bin emptying October 23		93.60	Online	873
Total General Expenditure			5,122.51		
Village Hall Improvement Project Part 2					
CSB Construction Services Ltd	Installation of fire doors		1,698.41	Online	870
CSB Construction Services Ltd	Addition of finger trap prevention measures & automatic closers to fire doors		1,196.40	Online	871
Total Village Hall			2,894.81		
Total Expenditure November 2023			8,017.32		