

Minutes of the Annual Parish Council Meeting Held 15th May 2023

7pm, Parish Council Meeting Room, Wivelsfield Village Hall

Agenda Item	Description & Information	Resolved
Present:	Parish Councillors H Martin, D Cumberland, I Haffenden, C Broad, S Morris and R Morris. Former Chair, Ian Dawson, District Councillor Will Coupland, Liz Gander (Clerk) and one member of the public.	
1	<p>Election of Chair Ian Dawson, as outgoing Chair, chaired this item and requested nominations for Chair. Councillor Harriet Martin was nominated, duly elected as Chair and signed the Chair's Declaration of Acceptance of Office.</p> <p>Councillor Martin thanked Ian for his longstanding service as both a councillor and Chair, said how impressed she had been with him as Chair and that he will be greatly missed.</p>	Councillor Martin was elected as Chair.
2	<p>Election of Vice Chair David Cumberland was elected as Vice-Chair and signed a Declaration of Acceptance of office for this role.</p>	Councillor Cumberland was elected as Vice-Chair.
3	<p>Apologies for Absence County Councillor Milligan had said that he may arrive late, but ultimately was unable to attend the meeting due to a problem accessing the building.</p>	
4	<p>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</p>	None noted. The Chair reminded Cllrs to submit a new Register of Interests form, for the new council term.
5	<p>Public Forum The meeting was suspended whilst the public forum took place.</p> <p>The member of the public present thanked Ian Dawson, on behalf of the Parish, for his longstanding and hard service. He also wished to thank the Council for the grant to Wivelsfield Films.</p> <p>A query was raised as to why Hundred Acre Lane has been subject to resurfacing works a couple of times in recent years, when potholes and badly eroded roads such as the B2112 are left untended.</p> <p>Ian Dawson left the meeting after noting that preparation for Wivelsfield Village Day is ongoing and consists of a phenomenal amount of work.</p> <p>The meeting resumed.</p>	

6		To Approve the Minutes of the Parish Council Meeting held 3rd April 2023	Minutes approved & signed.																																											
7	a b c d e	To Review the Following Policies & Other Documents Standing Orders <u>Financial Regulations</u> – The Council approved an amendment to clause 4.8 to increase the sum above which any variances to budget should be reported, from £100 to £500. It further agreed to remove clauses 5.11, 6.5, 6.17 and 8.3 (from the Financial Regs dated Feb 22), as they were considered unnecessary given other checks in place. Clause 10.1 was amended to add in email as a legitimate means of placing an order. Code of Conduct Asset Register Policy on Members’ Allowances	The documents a-e as presented were approved, including the suggested changes to the Financial Regulations.																																											
8	a b c d	To Note & Review the Following: <u>Insurance arrangements</u> The Council is currently in a long-term (5 year) arrangement with Zurich Insurance, who offered competitive rates last year. The insurance schedule has been reviewed to ensure it is up to date. <u>Annual subscriptions</u> The Council has the following annual subscriptions: <table border="1" data-bbox="360 927 1198 1339"> <thead> <tr> <th>Payee</th> <th>Reason for Subscription</th> <th>Sum £ (net)</th> </tr> </thead> <tbody> <tr> <td>ESALC & NALC</td> <td>Support to the Council</td> <td>804.51</td> </tr> <tr> <td>AirS</td> <td>Support to the Council</td> <td>50.00</td> </tr> <tr> <td>SLCC</td> <td>Support & info for the Clerk</td> <td>234.00</td> </tr> <tr> <td>Parish Online</td> <td>Online Mapping Facility</td> <td>67.50</td> </tr> <tr> <td>CPRE</td> <td>Advice & guidance on rural issues</td> <td>100.00</td> </tr> <tr> <td>LDALC</td> <td>Local council group</td> <td>20.00</td> </tr> <tr> <td>Zoom</td> <td>Virtual meeting facility</td> <td>59.95</td> </tr> <tr> <td>Total</td> <td></td> <td>1335.96</td> </tr> </tbody> </table> <u>Use of direct debits</u> The direct debits that the Council has in place are as follows: <ul style="list-style-type: none"> • BT – quarterly – phone & broadband • Information Commissioner’s Office (for data protection registration) - £35 annually • Public Works Loans Board - A twice-yearly loan repayment from the loan taken out towards the Village Hall Improvement Project • Sage 50 Accounts – monthly subscription payment – currently £72 & VAT <u>Date & times of meetings for this Council year</u> This year’s meeting dates were confirmed as: <table border="1" data-bbox="491 1776 1061 2072"> <thead> <tr> <th>Month & Year</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>May 2023</td> <td>15th</td> </tr> <tr> <td>June 2023</td> <td>12th</td> </tr> <tr> <td>July 2023</td> <td>3rd</td> </tr> <tr> <td>August 2023</td> <td>7th</td> </tr> <tr> <td>September 2023</td> <td>4th</td> </tr> <tr> <td>October 2023</td> <td>2nd</td> </tr> <tr> <td>November 2023</td> <td>6th</td> </tr> </tbody> </table>	Payee	Reason for Subscription	Sum £ (net)	ESALC & NALC	Support to the Council	804.51	AirS	Support to the Council	50.00	SLCC	Support & info for the Clerk	234.00	Parish Online	Online Mapping Facility	67.50	CPRE	Advice & guidance on rural issues	100.00	LDALC	Local council group	20.00	Zoom	Virtual meeting facility	59.95	Total		1335.96	Month & Year	Date	May 2023	15 th	June 2023	12 th	July 2023	3 rd	August 2023	7 th	September 2023	4 th	October 2023	2 nd	November 2023	6 th	Noted. Noted. Noted. Noted.
Payee	Reason for Subscription	Sum £ (net)																																												
ESALC & NALC	Support to the Council	804.51																																												
AirS	Support to the Council	50.00																																												
SLCC	Support & info for the Clerk	234.00																																												
Parish Online	Online Mapping Facility	67.50																																												
CPRE	Advice & guidance on rural issues	100.00																																												
LDALC	Local council group	20.00																																												
Zoom	Virtual meeting facility	59.95																																												
Total		1335.96																																												
Month & Year	Date																																													
May 2023	15 th																																													
June 2023	12 th																																													
July 2023	3 rd																																													
August 2023	7 th																																													
September 2023	4 th																																													
October 2023	2 nd																																													
November 2023	6 th																																													

		<table border="1"> <tr> <td>December 2023</td> <td>11th</td> </tr> <tr> <td>January 2024</td> <td>15th</td> </tr> <tr> <td>February 2024</td> <td>5th</td> </tr> <tr> <td>March 2024</td> <td>4th</td> </tr> <tr> <td>April 2024</td> <td>8th</td> </tr> </table>	December 2023	11 th	January 2024	15 th	February 2024	5 th	March 2024	4 th	April 2024	8 th	
December 2023	11 th												
January 2024	15 th												
February 2024	5 th												
March 2024	4 th												
April 2024	8 th												
9	<p>a Lewes District Association of Local Councils – Councillor Martin to continue in this role.</p> <p>b East Sussex Association of Local Councils – Councillors Martin & Cumberland.</p> <p>c Wivelsfield Village Hall Management Committee – Councillors Haffenden & S Morris.</p> <p>d Inter-Council steering group to discuss development proposals within the Lewes District – Councillors R Morris and Broad.</p> <p>e Police Community Safety Action Group – Councillor Broad.</p> <p>f Police & Crime Commissioner Focus Group – Councillor Broad.</p>	<p>Appointment of Representatives to Outside Bodies</p>	Representatives were appointed as detailed.										
10	<p>a Planning Matters New planning applications considered at the meeting <u>LW/23/0196 - Land Adjacent To Moors Cottage, Slugwash Lane</u> - change of use and conversion of existing building to form 2no. dwellings with associated landscaping, demolition of existing stables, outbuildings and structures. The Council resolved to object to this application. The site is outside the planning boundary and the application is therefore contrary to Policy 1 of the Wivelsfield Neighbourhood Plan and Policy DM1 of the Lewes District Plan Part 2. Two large scale developments totalling 141 new properties have recently been approved on appeal in Wivelsfield Green (in addition to other significant development in recent years) and more new houses are not required. Indeed, of the 14 new homes recently built at Somerset House, Eastern Road, at least two remain on the market after more than a year. Residents are also concerned about the impact of such development on the established woodland close to the site, as well as the Sussex border path. The Council understands that it can already be difficult to navigate the footpath there around cars, without adding more.</p> <p>b <u>LW/23/0243 - More House Farm, Ditchling Road</u> - 6ft high deer fence, creating a roughly 1.5-acre secure dog walking field. The Council resolved to submit a neutral response, but wished to raise concerns about the continuing extension of commercial enterprises at the site and the way in which the use and appearance of the site has changed considerably in recent years. Particularly in terms of the area given over to hardstanding/parking, additional chalk roads and ponds.</p> <p>c Tree Works Applications <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</p>	<p>Planning Matters</p>	<p>To object to the application for the reasons detailed.</p> <p>To submit a neutral response, with associated comments.</p> <p>To support the application.</p>										

	<p>d</p> <p>e</p> <p>f</p>	<p>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> <p><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> <p>Other Planning Matters</p> <p><u>Feedback from and comments in relation to the South Road 45 home public consultation held on 20 April</u> - Those that attended the consultation said that, whilst the housing remained unwelcome, they had been pleasantly surprised by the plans. Half of the area will remain as green space, they will extend the woodland at the back and have wildflower areas and planting. There will be porous hard surfaces to stop further flooding, as well as completely separate rainwater and sewage systems, and heat source air pumps that are 20% above the minimum standard. The hedge adjacent to South Road will be allowed to grow taller for better screening and the designers have tried to minimise the impact on existing residents by putting bungalows along the edge, and spacing houses quite widely.</p> <p>Some debate took place about the merits of having a play area in an estate like this. The Clerk to seek feedback about residents' opinion of the Charters Gate play area so that informed views can be submitted when the reserved matters application comes out for consultation.</p> <p><u>To consider holding a meeting about the continuing threat of planning applications whilst Lewes District Council (LDC) is without an up-to-date District Plan, to which to invite other council representatives.</u> Significant debate took place about the ongoing threat of further development within the Parish and the lack of a Local Plan with the protection that this affords. It was felt that, in order to give the greatest chance of fending off additional, unnecessary development, the District Council should be starting from the perspective of 'if this went to appeal, what would give us the strongest case', so that any refusal notices etc are written with this in mind.</p> <p>Councillor Martin said that she would email the organiser of the local inter-council planning group, to introduce Cllrs R Morris and Broad as the Council's new representatives, and to encourage the calling of a meeting to discuss how pressure can be brought to bear on LDC.</p>	<p>To support the application.</p> <p>Clerk to seek feedback on play area at Charters Gate.</p> <p>Cllr Martin to email Nick Beaumont.</p>
11	<p>a</p> <p>b</p> <p>c</p> <p>d</p>	<p>Financial Matters</p> <p><u>General Finance</u></p> <p><u>To approve items of expenditure</u> - the Council approved four items paid since the last meeting, totalling £405.40, along with ten new items totalling £5642.00.</p> <p><u>Member's Allowances</u> - Councillors were reminded to complete their Members' Allowances decision form.</p> <p><u>Notification of CIL receipt</u> - the Council has received a CIL payment to the value of £30,295.81, for the 24-home development at the Nuggets, Valebridge Road.</p> <p><u>To consider a quote for refurbishing the two wooden finger posts</u> - the Council agreed to the refurbishment of the two white finger posts in the Parish, owned by the Parish Council (one at the end of Church Lane, and the other on the junction of South Road and Green Road) as both are in a poor state of repair. The repairs will cost £988.60.</p>	<p>Payments approved.</p> <p>Noted.</p> <p>Noted.</p> <p>Refurbishment of finger posts approved.</p>

	e	<u>Office 365 provision and IT contract</u> – the Council reviewed its IT support arrangements following notification from its Office 365 licence provider that they will no longer be able to work with the Council, having introduced a credit checking requirement which cannot be run on the Parish Council. The Council resolved to bring its Office 365 licences and IT support together and to move both functions to Sussex based company Tetrabyte.	Office 365 licencing and IT support to be moved to the same new contractor.
12	a	Clerk's Report <u>Communications with Lewes District Council</u> – the Clerk has been liaising with the Chief Executive & Deputy Chief Exec of Lewes District Council to find ways to improve communication between the District Council and towns and parishes. They have been very open to suggestions as to the kind of information/ improvements that would be helpful. Our new District Councillor indicated that he also wishes to be a good link to LDC.	Noted.
	b	<u>To consider the need for any committees or working groups</u> – it was agreed to continue with a personnel working group, comprising the Chair and Vice-Chair, and to have no other committees or working groups. Some discussion took place around having an emergency planning group, but it was agreed that this would be difficult whilst the Council only has two thirds of a full complement of councillors.	Chair & Vice-Chair to form personnel group.
	c	<u>Highways work on Ditchling Road</u> – work to resurface Ditchling Road around the mini roundabout and extending to Church Lane to the north/to at least the water treatment works to the south, will begin on 22 nd May, using overnight closures from 8pm to 6am. A stretch of Green Road from the mini roundabout to the first pair of houses will also be resurfaced. The Head of Highways will also ask an engineer to review the state of Green Road, North Common Road and the first part of South Road (from the junction with Green Road). Clerk to arrange an SLR (Strengthening Local Relationships) meeting with Highways.	Noted. Clerk to arrange an SLR meeting.
13		Reports from District & County Councillors, MP & PCSO The Council noted reports received from MP Maria Caulfield and County Councillor Matthew Milligan. Wivelsfield's new District Councillor, Will Coupland, has indicated he will be happy to provide reports for future meetings, but as yet hasn't been a member of Lewes District Council for long enough to offer any information.	Noted.
14		Items to be taken to the Next Lewes District Association of Local Councils Meeting	None noted. Clerk to seek date of next meeting.
15		Correspondence – to review the items below plus any others arriving between the publication of the agenda and the meeting	
	a	<u>Technical consultation on the Infrastructure Levy</u> – consultation closes 11.45pm on 9 th June. The Council felt that, as this is a technical consultation, it is best left to those with the relevant technical knowledge to comment.	No comment.
	b	Briefing note re 10a above.	Noted.
	c	East Sussex Pension Fund – consultation on changing policies. To be left to those with the relevant knowledge.	No comment.
	d	Wivelsfield Primary School – thank you for grant.	Noted.
	e	Air Ambulance – grant acknowledgement.	Noted.
	f	Roadworks along Hundred Acre Lane.	Noted.

16	a	Items for Noting or Inclusion on Next Agenda Update on <u>West Wood</u> – Councillor Martin to make contact with owner in advance of the next meeting.	
	b		
17	a	Date of Next Meeting Monday 12 th June 2023 – Annual Meeting of the Parish Council	

The meeting closed at 9pm.

Appendix A

Accounts for Payment for the Meeting of 15th May 2023

Items Paid Since the Last Meeting for Ratification

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
General Expenditure					
Barcombe Landscapes	Recreation ground maintenance March 23		216.00	19.4.23	771
Kelly Engineering	Repair to loose panel at play area		25.00	19.4.23	772
Harveys Brewery	Grant in kind for Downscroft Street Party as agreed on 3 rd April 2023		86.40	19.4.23	773
E Gander	Sainsbury's voucher as part of grant in kind for Downscroft Street Party		78.00	19.4.23	774
Total all expenditure			405.40		

New Items Approved at the Meeting

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
General Expenditure					
Salaries	May 23		2305.31	Online	775
East Sussex Pension Fund	Pension contributions May 23		834.37	Online	776
Lewes District Council	Outdoor Gym & Play Area Inspection May 23		36.00	Online	777
Lewes District Council	Charters Gate Way Dog Bin Emptying May 23		93.60	Online	778
Lewes District Council	Litter bin emptying pavilion and car park – April 23			Online	779
Transparity Solutions Ltd	April 2023 Office 365 Subscription		49.08	Online	780
Sage UK Ltd	May 23 Sage 50 Accounts subscription		86.40	DD	781
Trident Computers UK Ltd	IT contract June 23		60.60	Online	782

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
Zurich Town & Parish, Insurer Trust Account	Insurance Premium 2023-24		1350.25	Online	783
E Gander	Zoom subscription renewal		59.95	Online	784
Costain Ltd – ESCC	Highways licences for temporary speed indicator device		586.44	Online	785
Total Expenditure			5642.00		