

## Minutes of the Annual Parish Council Meeting Held Tuesday 4 May 2021

7.30pm, via the 'Zoom' Video Conferencing Platform<sup>1</sup>

Agenda Item	Description	
<b>Present:</b>	Councillors Dawson (ID, Chair), Dutt (ND), Haffenden (IH), Martin (HM), R Morris (RM), S Morris (SM) and Pascoe (EP). District Councillor Bikson, Liz Gander (Clerk) and seven members of the public.	
<b>Open Forum:</b>	<p>One resident asked how the climate change strategies which the Government, East Sussex County Council and Lewes District Council have, translate into expectations in terms of planning and what standards developers of new properties are expected to meet.</p> <p>District Councillor Bikson advised that at the District Council there is no tick box exercise to ensure that developers are doing certain things to help prevent climate change, although the Council is keen to encourage people to be more green.</p> <p>Councillors understood that, from 2025, new properties will be expected to have electric heat pumps, in place of gas boilers, but there is no requirement for this at present.</p> <p>Someone else asked about the temporary speed indicator device the Council is looking to pursue and the reason for cutting down the number of suggested sites. The Chair explained that East Sussex Highways had advised that it would not be practical to assess that number of sites. Additionally, there will be a cost to the Parish Council for licencing each site.</p>	
<b>1</b>	<p><b>Apologies for Absence</b></p> <p>No apologies had been received as all councillors were present, however the Council noted the resignation of Bernard Rust.</p>	
<b>2</b>	<p><b>Declarations of Members' Interests</b></p> <p>a 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.
<b>3</b>	<p><b>Election of Chair</b></p> <p>a <u>To elect a Chair for the 2021-22 Council year</u> - Councillor Martin proposed that Councillor Dawson continue as Chair. This was seconded by Councillor Dutt and agreed unanimously by the Council. The Chair signed a declaration of acceptance of office form.</p> <p>b <u>To elect a Vice-Chair</u> - Councillor Martin was nominated as Vice-Chair by Councillor Dawson and this was also agreed by the Council. Cllr Martin to sign her acceptance of office after the meeting.</p>	Cllr Dawson to continue as Chair.  Cllr Martin to be Vice-Chair.

<sup>1</sup> In accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

4	a	<p><b>To Approve the Minutes of:</b>  <u>The Parish Council Meeting held 12 April 2021</u> – the minutes were approved and will be signed by the Chair. It was agreed that it would be helpful to have a formal actions list to track the progress with projects and tasks.</p>	Minutes approved. To have an actions list.
5	<p>a b c d e f g</p>	<p><b>To Review the Following Policies &amp; Other Documents</b>          Standing Orders          Scheme of Delegation          Asset Register – to put an item on next agenda to discuss the red telephone box/book exchange.          Working Group Terms of Reference          Complaints Procedure          Freedom of Information Policy          Communications with the Press &amp; Media</p>	<p>Agreed.          Agreed.          Agreed.          Agreed.          Agreed.          Agreed.          Agreed.</p>
6	<p>a b c d</p>	<p><b>To Note and Review the Following:</b>          Insurance arrangements – this is the third year of a three year agreement with Zurich Insurance and the arrangements were agreed.          Annual Subscriptions          Use of Direct Debits          Dates and times of meetings for this Council year – the dates as presented were agreed for now, but it was acknowledged that, with the start date for the Hall works having been pushed back, these may need to change to line up with payment dates for the Project.</p>	<p>Agreed.          Approved.          Approved.          Agreed.</p>
7	<p>a b c d</p>	<p><b>Appointment of Representatives to Outside Bodies</b>          Lewes District Association of Local Councils          East Sussex Association of Local Councils          Wivelsfield Village Hall Management Committee          Inter-council steering group to discuss proposed 3000 home development at East Chiltington and overall development proposals within the Lewes District.</p>	Representatives agreed: HM & ID EP, RM & ID ID & SM HM & EP
8	<p>a b</p>	<p><b>Planning Matters</b>  <b>New Planning Applications Considered at the Meeting.</b>  <u>LW/21/0240 – Oakfields, Theobalds Road</u> - proposed extension and renovation of existing swimming pool accommodation. The Parish Council resolved to support this application, but wished a condition to be added to the effect that, if approved it shall not be used at any time for purposes other than ancillary use to the residential dwelling of Oakfields.  <u>LW/21/0142 - Rogers Farmhouse, Rogers Farm, Ditchling Road</u>- The proposed roof conversion to an existing timber framed garage by installing an almost full width, slightly under maximum height dormer to increase the habitable space within the roof. To be used as an Annexe to the main property as approved under under application refs LW/20/0744 and LW/20/0745 to include New Timber Stair in place of the existing steel spiral staircase New extended roof covering over the proposed stair New double doors with Juliette Balcony to replace the existing window New Garden Room/Gazebo by Crown Pavilions. The Parish Council resolved to submit a neutral comment to this application, but reiterated its wish (as submitted in response to the previous application) that a condition be applied to ensure that this annex may only ever be used as ancillary accommodation to the dwelling of Rogers Farmhouse.</p>	<p>To support with request for condition as detailed.          Neutral comment, with request for condition as detailed.</p>

	<p>c</p> <p>d</p> <p>e</p>	<p><b>Notice of Planning Permission Received (for information only)</b>  <u>LW/21/0128 – Coldharbour Park, Hundred Acre Lane - Loft conversion with gable window and dormer roof extensions with re-cladding of existing dormer.</u></p> <p><b>Other Planning Matters</b></p> <p><u>Further information regarding the withdrawal of application DM/17/2739 - Land To The East And West Of Hurst Farm Hurstwood Lane</u> for development of up to 375 new homes, a 2 form entry primary school with Early Years provision, a new burial ground, allotments, Country Park, car parking, 'Green Way', new vehicular accesses and associated parking and landscaping. All the Planning Officer had advised was that the applicant had withdrawn the plans and if, at some time in the future, a subsequent application was submitted, it would go through the usual planning processes.</p> <p><u>Springfield Site</u> – update. The Clerk had spoken with the Guinness Partnership who had apologised for the delayed progress with this site (which is included within the Wivelsfield Neighbourhood Plan), but reiterated their commitment to it. They have needed to commission various extra reports which has slowed things down, but will keep in touch.</p>	
<p><b>9</b></p>	<p>a</p> <p>b</p> <p>c</p> <p>d</p>	<p><b>Financial Matters</b></p> <p><u>To review and authorise items for payment</u> – the Council approved payment of fourteen items, totalling £4536.27, including a donation to the Air Ambulance as agreed under 9d below (please see Appendix A for details).</p> <p><u>To review quotes for wet pour surfacing</u> – the Council resolved to appoint Safeplay Playground Services Ltd to extend the wetpour as needed on one side of the older play unit.  Quotes for replacing the rubber grass mats under the half-round rings on the large piece of Lars Laj equipment were prohibitively expensive and this was advised against by firms quoting, as, with the need to have concrete edging strips around it, it would not work to replace just a small section.  Following significant debate and the reflections of some teenagers who had used the equipment in the past, it was agreed to remove the half-round rings from the structure and to talk to the manufacturer to see whether there would be anything suitable to put in their place.</p> <p><u>Notification of CIL receipt</u> – the Council has received a sum of £11,422.82 by way of its share of the Community Infrastructure Levy for the last six months.</p> <p><u>Request for a donation to the Kent, Surrey &amp; Sussex Air Ambulance</u> – the Council resolved to make a donation of £200, as per its budget for the year, under S137 of the Local Government Act 1972.</p>	<p>Payments approved.</p> <p>Contractor agreed to extend wetpour.</p> <p>Half round rings to be removed.  Clerk to find out if there is an alternative.</p> <p>Donation of £200 agreed under S137.</p>
<p><b>10</b></p>	<p>a</p> <p>b</p> <p>c</p>	<p><b>Clerk's Report</b></p> <p><u>To propose the refurbishment of Lars Laj playground equipment</u> (staining/wood protection needed) – it was agreed to seek quotes for re-staining the equipment.</p> <p><u>To propose the refurbishment of bus shelter on Green Road</u> (staining/wood protection needed). Clerk to seek quotes.</p> <p><u>Remedial work at green</u> – the presence of some barbed wire at the rear edge of the playground had been reported to the Clerk, and this had been dealt with very quickly by the handyman. It was however identified that this had appeared owing to a section of hedge which it had previously been hidden by, having been eroded, possibly by children seeking a quick route onto the adjacent track. Discussion took place as to the best means of blocking up the gap, given that (as has now been demonstrated), the problem may move along if only that small section is fenced. Replacing the hedge with new</p>	<p>Clerk to seek quotes.</p> <p>Clerk to seek quotes.</p> <p>Council felt that an extension to the existing fence would be the preferable solution. Clerk to contact LDC</p>

		plants did not seem to be a viable option, as these would be likely to be trampled, unless a physical barrier was put in to protect them while they established. When the same issue arose previously, in what was originally quite an enclosed 'den' area, tall close boarded fence panels were put in to ensure that children couldn't simply climb them to get out. These however were in front of trees and therefore partially screened from and not immediately adjacent to the track. The new section that needs blocking would be more obvious, so the visual impact and potential need for planning consent must be considered, (as well as the need to speak to St Georges if the agreed solution would in anyway impact on the track which they own).	Planning Department to find out if planning consent would be required, to speak to St Georges (if appropriate) and seek quotes.
11	a	<b>Reports from Councillors</b> <u>Neighbourhood Plan review – update</u> – the Chair summarised, for the benefit of those present, the need to review the Plan periodically and explained that this had been done recently by a working group comprising members of the Council, with input from some community volunteers.	Approved subject to no further material comments and feedback from LDC.
	b	To consider whether the ' <u>Wivelsfield Parish Neighbourhood Plan: Review 2021</u> ', put together by the <u>Neighbourhood Plan Working Group</u> , is ready to be approved as an addendum to the <u>Neighbourhood Plan made in 2016</u> . It was agreed that, subject to no further material comments from the working group and running it past the relevant officer at Lewes District Council, the review document is approved.	
12	a	<b>Village Hall Improvement Project</b> <u>Update</u> – the start date for the project is now 17 <sup>th</sup> May. Sunninghill are seeking final quotes to replace provisional sums within the contract with known sums.	
13	a	<b>Correspondence</b> <u>Traffic calming initiative proposals for Wivelsfield Green</u> – a letter had been received, asking for the Parish Council's support with some initiatives to reinforce the speed limit through the village. These included having reminder stickers on people's wheelie bins, posters around the village and a scarecrow festival. The co-ordinator of our local Speed Watch team said that he supported the initiative and understood that something similar had been done in Ardingly. The Council asked to see evidence of how these things would make a difference and requested that the Clerk contact Lewes District Council and East Sussex Highways to find out what would be permissible.	Clerk to ask the author of the letter for evidence of where these measures have been used effectively and to contact LDC & Highways.
	b	Planning guidance re Lewes Local Plan.	Noted.
	c	CPRE Sussex Manifesto for the 2021 Local Elections.	Noted.
	d	Invitation to attend the second Lewes District Climate Action Forum, 11 May, 4-5.30pm.	
	e	The Open Spaces Society 'Grant a Green' campaign.	Noted.
	f	<u>Request to consider moving the dog bin on Eastern Road to just beyond Woods Ground, by the field entrance used by many dog walkers</u> – this request had been prompted by the high numbers of dog walkers using the fields off Eastern Road, coupled with relatively low use of the dog bin to the rear of Green Park Corner. The Clerk to investigate viability and cost and add this item to the June meeting agenda.	Clerk to investigate and add to June agenda.
	g	<u>To consider whether there is anything it would be appropriate to apply to the 'Welcome Back Fund' for</u> - Councillors were asked to circulate any ideas.	
	h	<u>Consultation about electronic communications infrastructure</u> – the Council felt that applications for any new masts should go through a full planning process. A comment was also made that, if trees were kept pruned so as not to block mobile phone signals, then there would not be a need for taller masts.	Clerk to submit comments made, to the Government consultation.

<b>14</b>		<b>Items for Noting or Inclusion on Next Agenda</b> No additional items noted.	
<b>15</b>	a	<b>Date of Next Meeting</b> Parish Council Meeting date to be confirmed.	

The meeting closed at 9.58pm.

Appendix A

## Items Approved for Payment at the Meeting of 4 May 2021

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
<b>General Expenditure</b>					
Clerk	Salary May 21		1546.29	Online	334
East Sussex Pension Fund	Pension contributions May 21		555.34	Online	335
Lewes District Council	May 2021 play area & outdoor gym inspection		36.00	Online	336
Lewes District Council	Dog bin emptying Charters Gate Way May 21		93.60	Online	337
Transparency Solutions Ltd	April 2021 Office 365 Subscription		47.76	Online	338
Sage UK Ltd	May Sage 50 Accounts subscription		102.00	SO	339
Trident Computers UK Ltd	IT contract June 21		55.80	Online	340
Zurich Insurance Ltd	Annual Insurance Premium		1231.18	Online	341
Costain Ltd – ESCC	New LED lantern, column A, South Road		300.00	Online	342
Bruce Cumner	Handyman jobs including replacement of glass in bus shelter & playground repairs		172.31	Online	343
E Gander	Zoom subscription renewal		59.95	Online	344
Wel Medical	1 x defibrillator pad sets		41.04	Online	345
Farridge Forge	Carnation for Village Sign		95.00	Online	346
Kent, Surrey & Sussex Air Ambulance	Donation		200.00	Online	347
<b>Total General Expenditure</b>			<b>4536.27</b>		
<b>Village Hall Improvement Project</b>					
<b>Total Village Hall Expenditure</b>			<b>0.00</b>		
<b>Total Expenditure</b>	General & Village Hall		<b>4536.27</b>		

Online payments set up by the Clerk on: 14 May 2021. Authorised by I Dawson.