

Minutes of the Annual Meeting of the Parish Council
Held Monday 9th May 2022, 7pm, Renshaw Room
Wivelsfield Village Hall

Agenda Item	Description	Resolved
Present:	Parish Councillors I Dawson (Chair), N Dutt, I Haffenden and R Morris. District Councillor Bikson and Liz Gander (Clerk).	
Open Forum:	No open forum was required.	
1	<p>Apologies for Absence Apologies had been received from Councillors S Morris (recovering from Covid) and H Martin (who currently has Covid), as well as County Councillor Milligan and Maria Caulfield MP.</p> <p>Cllr Pascoe did not attend and no apologies had been received.</p>	Apologies accepted.
2	<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. N/A
3	<p>Election of Chair <u>To elect a Chair for the 2022-23 Council year</u> – Cllr Dutt nominated I Dawson to continue as Chair, which was seconded by Cllr Haffenden. Cllr Dawson signed a Declaration of Acceptance of Office for this role. <u>To elect a Vice-Chair</u> – the Council nominated H Martin, in her absence, to continue in her role as Vice-Chair, if she is happy to do so.</p>	Cllr Dawson to continue as Chair. Cllr Martin if agreeable.
4	<p>To Approve the Minutes of: The Parish council Meeting held 4th April 2022</p>	Approved & signed.
5	<p>To Review the Following Policies & Other Documents a Standing Orders b Scheme of Delegation c Asset Register d Working Group Terms of Reference e Complaints Procedure f Freedom of Information Policy g Communications with the Press & Media h Employer Discretions 2014 – Mandatory i Employer Discretions 2014 – Non-Mandatory j Procedures for Online Banking</p>	All documents a-j approved.

6	a b c d	<p>To Note and Review the Following:</p> <p><u>Insurance arrangements</u> – the Council agreed to continue to be insured by Zurich Insurance, who had provided very competitive quotes. With rising inflation, the Council resolved to enter into a five-year long term agreement, to lock in the most competitive price.</p> <p><u>Annual Subscriptions</u> – the list of annual subscriptions was reviewed and approved.</p> <p><u>Use of Direct Debits</u> – the Council noted three items currently paid by direct debit: the quarterly bill with BT, an annual payment to the Information Commissioner’s Office (data protection registration) and a twice-yearly payment to the Public Works Loans Board (loan repayments for the Hall Improvement Project). It also agreed that, going forwards, payments to Sage for the Sage 50 Accounts package would most easily be managed via direct debit.</p> <p><u>Dates and times of meetings for this Council year</u> – these dates had previously been provided, but were circulated again for completeness and noted. It was advised that neither the Chair nor Cllr Dutt will be available to attend the June meeting.</p>	<p>To enter into 5-year agreement with Zurich Insurance. Noted & approved.</p> <p>Direct debits approved, including use of direct debit for Sage.</p> <p>Noted.</p>
7	a b c d e f	<p>Appointment of Representatives to Outside Bodies</p> <p>Lewes District Association of Local Councils</p> <p>East Sussex Association of Local Councils</p> <p>Wivelsfield Village Hall Management Committee</p> <p>Inter-council steering group to discuss proposed 3000 home development at East Chiltington and overall development proposals within the Lewes District.</p> <p>Police Community Safety Action Group (meets on the first Thursday of every month).</p> <p>Police & Crime Commissioner Focus Group</p> <p>*Cllr Martin was nominated to continue in these roles (for which she has previously volunteered), in her absence, subject to her being happy to do so.</p>	<p>HM*</p> <p>IH</p> <p>ID/IH</p> <p>HM*</p> <p>HM*</p> <p>HM*</p>
8	a b c d e	<p>Planning Matters</p> <p>New Planning Applications considered at the meeting:</p> <p><u>LW/22/0224 – Clearview, Nursery Lane</u> - Retrospective Variation of condition 1 (Plans) relating to approval LW/20/0267 - The door arrangement has been altered to allow for bringing in sheep off the adjacent field and the two flank doors have been omitted as they are not required and simplify the building by reducing the number of openings over the approved scheme.</p> <p>The Council resolved to object to this application on the basis that it is not in keeping with the original application (which it also objected to), that it is retrospective, and owing to fears that this building, like its predecessors, will be turned into residential accommodation.</p> <p><u>LW/22/0228 – 30 Ash Way</u> - Single storey rear extension with flat roof and lantern rooflight.</p> <p><u>LW/22/0289 – Kelowna, 94 Valebridge Road</u> – use of annex as a separate dwelling house.</p> <p>Notices of Planning Approval Granted (for information only)</p> <p><u>LW/21/1010 & LW/21/1011 - Pepper Hall, Green Road</u> – Erection of stables with tack room and feed store, exercise area with timber enclosure and extension of access road.</p> <p><u>LW/22/0155 - 53 Downsview Drive</u> – Erection of single storey rear extension.</p>	<p>To object.</p> <p>To support.</p> <p>To support.</p> <p>All noted.</p>

	<p>f</p> <p>g</p> <p>h</p> <p>i</p> <p>j</p> <p>k</p> <p>l</p>	<p><u>LW/22/0216 - Valebridge, Valebridge Road</u> - Non-material amendment relating to approval LW/20/0281 - Siting of external air source heat pump equipment in lieu of mains gas boiler.</p> <p><u>LW/22/0065 - Wivelsden Farm, North Common Road</u> - erection of an agricultural barn.</p> <p><u>LW/22/0091 - Unit 3, Home Farm, Slugwash Lane</u> - Demolition of existing building and erection of 3 bed detached dwelling.</p> <p><u>LW/22/0008 - Jenners, Green Road</u> - Listed Building Consent Application for Removal of existing electrical apparatus and installation of underground supply.</p> <p>Notices of Refusal (for information only)</p> <p><u>LW/21/0754 - Land Opposite South Cottage, South Road</u> - Outline planning application (some matters reserved except for means of access) for the erection of up to 45 homes (including 40% affordable) and formal and informal open space including new woodland planting and play areas.</p> <p><u>LW/22/0097 - Green Park Farm, Green Road</u> - Conversion of existing barn to C3 Dwelling under The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2 Part 3 Class Q.</p> <p>Other Planning Matters</p> <p><u>To note receipt of a copy of the Enforcement Policy Statement for Lewes District & Eastbourne Borough Councils</u> - Councillors to read the Statement to identify if there any comments the Council would wish to make.</p>	<p>All noted.</p> <p>All members to read the Statement.</p>
<p>9</p>	<p>a</p> <p>b</p> <p>c</p> <p>d</p> <p>e</p> <p>f</p>	<p>Financial Matters</p> <p><u>General Finance</u></p> <p><u>To review and authorise items for payment</u> - the Council ratified payment of two items, totalling £355.48, paid since the last meeting, and approved a further sixteen items for payment this month, totalling £5885.21.</p> <p><u>To approve the bank reconciliations for January - March 2022</u> - these were reviewed and approved by members present.</p> <p><u>To agree any year end movements in reserves</u> - any suggestions for movements in reserves will be circulated via email for approval and ratified at the next meeting.</p> <p><u>Grant application from the Community Speed Watch group for a new speed monitoring device</u> - it was agreed to provide a grant in kind up the value of £1400 (ie the Parish Council will purchase the speed camera and gift it to the Speed Watch group).</p> <p>Notification of receipt of a tranche of CIL, totalling £17,122.03.</p> <p><u>Financial Matters Relating to the Hall Improvement Project</u></p> <p>Exclusion of the Press and Public</p> <p>By virtue of the confidential nature of the business to be transacted, the Council may resolve to exclude the press and public for the following items (Public Bodies - Admission to Meetings - Act 1960).</p> <ul style="list-style-type: none"> • The contractor's application for an extension of time. <p>The Council noted that discussions with the contractor remain ongoing.</p>	<p>All payments approved.</p> <p>Agreed.</p> <p>To be ratified at next meeting.</p> <p>Grant for purchase of camera approved.</p> <p>Noted.</p>
<p>10</p>	<p>a</p> <p>b</p>	<p>Clerk's Report</p> <p><u>Actions list</u> - updates, including the completion of fencing around the 'den' at the children's play area, were noted.</p> <p><u>Confirmation of the arrangements for the Annual Parish Meeting on 12th May</u> - arrangements all in hand.</p>	<p>Noted.</p> <p>Noted.</p>

	c	<u>Feedback from the Clerks' Forum held on 7th April</u> , including a recommendation that local councils buy a generator and put in place a resilience plan. There was a suggestion that, rather than buy a generator (which might create issues around storing, fuelling and servicing one), we look to explore whether the energy from the solar panels on the Village Hall roof, could be used to charge a large battery back up for the Hall. A working party of Councillors Dawson and R Morris will be convened, to liaise with Peter Burton from the Hall's Management Committee.	Working party agreed to explore possibility of battery back up, rather than a generator.
	d	<u>Recommendations from a review of the Council's Office 365 system</u> – Clerk to check if there is a cloud back up for Sage. Otherwise, the Council felt other suggestions are unnecessary at this time.	
	e	<u>Help needed to list/map all road signs in the Parish to determine which we wish Burgess Hill town Council to quote for cleaning/painting</u> – Clerk to check with Highways to see if an inventory of all road signs exists. If not, Cllr Dawson will compile a list.	Clerk to check with Highways. If not ID to compile. Deferred.
	f	<u>Asset inspection</u> – deferred to a future meeting.	
11	a	Reports from Councillors Feedback from the Lewes District Association of Local Councils meeting held 9 th May, including information from East Sussex Highways. The Council understood that no-one had been able to attend.	
12	a	Correspondence – to review the items below plus any others arriving between the publication of the agenda and the meeting Notification of a change to East Sussex Highways' response to reports of vegetation defects.	Noted.
	b	To ratify approval of a revised joint letter, to be sent by a group of Parish Councils to Lewes District Council, asking them to campaign with other local planning authorities against the current excessive housing targets created by the 'Standard Method'.	Agreed.
	c	Receipt of email from the Secretary of State, in response to a joint councils' letter sent earlier in the year, regarding the 'Standard Method' and the problems it is creating.	Noted.
13	a	Items for Noting or Inclusion on Next Agenda <u>West Wood</u> – Cllrs R Morris and Dawson to arrange to meet landowner before next meeting.	
14	a	Date of Next Meeting Thursday 12 th May 2022 – Annual Parish Meeting	
	b	Monday 6 th June 2022 – Parish Council Meeting	

The meeting closed at 8.15pm.

Items Approved for Payment at the Meeting of 9th May 2022**Items for Ratification - Paid Since the Last Meeting**

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
General Expenditure					
S Goacher	Payroll Services 2021-22		271.48	Online Paid 7.4.22	551
A1 Garage Doors & Services	Repair and service of garage door		84.00	Online	552
Total			355.48		

New Items for Payment Approval

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
General Expenditure					
Clerk	Salary May 22		1740.21	Online	553
East Sussex Pension Fund	Pension contributions May 22		637.51	Online	554
Lewes District Council	Outdoor Gym & Play Area Inspection May 22		36.00	Online	555
Lewes District Council	Charters Gate Way Dog Bin Emptying May 22		93.60	Online	556
Transparity Solutions Ltd	April 2021 Office 365 Subscription		43.20	Online	557
Sage UK Ltd	May 22 Sage 50 Accounts subscription		78.00	SO	558
Trident Computers UK Ltd	IT contract June 22		60.60	Online	559
ESALC	NALC Subscription 2022-23 ESALC Subscription 2022-23	165.53 638.88	804.41	Online	560
E Gander	Reimbursement for purchase of trundle wheel Reimbursement for Zoom subscription		39.95 59.95	Online	561
Wivelsfield Village Hall	Hall Hire for the Annual Parish Meeting		48.00	Online	562
Furniture@work	4 x Vitali square meeting tables		528.00	Online	563
Furniture@work	Office furniture (desks and drawer unit)		657.60	Online	564
Furniture@work	Meeting room chairs		264.00	Online	565
Allen Tyler Fencing Ltd	Fencing at play area		681.30	Online	566
Lemonade Print	Printing of APM posters & minutes		57.00	Online	567
DELL	Laptop battery		55.88	Online	568
Total General Expenditure			5885.21		