

## Minutes of the Parish Council Meeting Held Monday 11 January 2021

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

Agenda Item	Description	Resolved
<b>Present:</b>	Parish Councillors Ian Dawson, Edward Pascoe, Bernard Rust, Ian Haffenden, Harriet Martin, Nick Dutt and newly elected Councillors (see item 2 below), Sue and Richard Morris. District Councillor Bikson, Liz Gander (Clerk) and four members of the public.	
<b>Open Forum:</b>	No open forum was required.	
<b>1</b>	<b>Apologies for Absence</b> None noted as all councillors were present.	
<b>2</b>	<b>Co-option of New Councillor(s)</b> Sue and Richard Morris had circulated an introduction to themselves, via email, to members of the Council in advance of the meeting. No questions were raised by members, so the matter of co-option was put to a vote. The Council resolved to co-opt both Sue and Richard, who signed their declarations of acceptance of office and participated in the rest of the meeting.	To co-opt Sue and Richard Morris.
<b>3</b>	<b>Declarations of Members' Interests</b> a To receive declarations of interest from Councillors on items on the agenda b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests	None noted.
<b>4</b>	<b>To Approve the Minutes of:</b> a The Parish Council Meeting held 14 December 2020	Approved.
<b>5</b>	<b>Planning Matters</b> <b>The following new planning application was considered at the meeting:</b> <u>LW/20/0744 &amp; 0745 – Rogers Farm, Ditchling Road</u> - Loft conversion with rear dormer to existing garage for the provision of an annex. (Case officer James Emery). After some discussion, a majority of councillors resolved to support this application. However, the Clerk was asked to request a planning condition to ensure that the annex is tied to the main dwelling as ancillary accommodation, to prevent it being sold off as a separate dwelling. The owners to also be encouraged to provide an electric vehicle charging point as a part of the work.	To support, but with two requests as detailed.
<b>6</b>	<b>Financial Matters</b> <u>To review and authorise items for payment</u> – the Council approved payment of fourteen new items of expenditure, totalling £7132.68. A further payment	Payments approved.

<sup>1</sup> As provided for within The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

		<p>of £2500 for the churchyard maintenance grant (approved at the Dec 2020 meeting) was to be made this month (as the Church's bank details had not been available at the time of the December payments run).</p> <p>b <u>To review the quarterly financial statements.</u></p> <p>c <u>To agree move £750 from the budget for training into the budget for S137 costs – agreed.</u></p> <p>d <u>To agree a Council policy on councillor allowances, following the publication of the Independent Remuneration Panel report for Lewes Parish and Town Councils, noted at the last meeting.</u> After some discussion, the Council agreed to offer allowances to elected councillors, in line with the maximum sum recommended by the Remuneration Panel: £489 per annum for councillors and £978 for the Chair (15% and 30% respectively of the Basic Allowance of Lewes District Council). It will be at individual councillors' discretion whether they wish to accept the allowance and anyone who chooses to do so will have it paid through the council's payroll system. The Clerk will draft a policy on Members' Allowances, to be reviewed at the next meeting.</p> <p>e <u>To consider the possibility of setting up a payroll giving scheme so that any' councillor not wishing to claim an allowance, might instead be able to donate it to a local charity.</u> Clerk to look into available schemes and associated charges.</p> <p>f <u>To agree the precept to be requested for the 2021/22 financial year – it was agreed that the precept to be requested for the forthcoming financial year will be £101,158.</u></p>	<p>Noted. Agreed.</p> <p>Payment of allowances approved, at the maximum rate advised by the Remuneration Panel. Clerk to draft policy on Members' Allowances.</p> <p>Agreed.</p> <p>Precept agreed.</p>
7		<p><b>Clerk's Report</b></p> <p>a <u>To agree the approach to take for seeking quotes to repair the Church Lane car park surface</u> – it was agreed to seek quotes for repairs to the car park surface, in line with the recommendations kindly made by Alun Gedrych. This will include a form of drainage to prevent ongoing issues with puddles and associated deterioration of the surface going forwards.</p> <p>b <u>Ownership of Eastern Road verge</u> – discussion with a resident of Eastern Road had confirmed their understanding that the wide grass verge along Eastern Road is owned by Highways. On the basis that Highways had previously indicated that the tree line adjacent to the Village Hall car park was however the responsibility of the Hall, the Council indicated a wish to apply to the Land Registry to assume ownership of this stretch of verge. The Clerk will look into this.</p> <p>c <u>Reminder for working party to review and update the Council's risk assessment documents.</u></p> <p>d <u>Agenda items for the Strengthening Local Relationships meeting to be held with East Sussex Highways on Tuesday 26 January at 11am</u> – the agenda items to be sent to Highways were agreed.</p> <p>e <u>To discuss whether (subject to further discussion with Highways and confirmation of costs) the Parish Council might wish to pursue the possibility of a community match initiative and feasibility study to review the road safety improvements that could be made</u> (as suggested in the letter from Rupert Clubb under item 10a). On the basis that: when the village was consulted about other traffic calming measures a few years ago a majority said no; that the pavement has been widened and the width of the carriageway reduced, so other traffic calming features may not now be practical and given the significant cost of even a feasibility study and speed surveys (let alone any suggested work), the Council resolved to hold off commissioning anything at the moment. The Council will however be talking</p>	<p>Clerk to seek comparative quotes for the work.</p> <p>Clerk to look into the possibility of the Council assuming ownership for the verge adjacent to the Hall car park. Meeting date agreed. Agenda items agreed.</p> <p>No further action at present.</p>

	f	to East Sussex Highways at the SLR meeting to see what they may be able to do to help with minimal cost. <u>To discuss how the Council wishes to proceed with updating the Neighbourhood Plan in light of the information received from Lewes District Council and CPRE.</u> Following some discussion, the Council resolved to undertake a minor revision of the Neighbourhood Plan, until such time as new housing figures are known and a more substantial revision can be completed.	To undertake a minor revision of the Neighbourhood Plan.
	g	<u>Advice regarding this year's Annual Parish Meeting (APM)</u> – as our APM would normally be held in March, the advice of SSALC has been to push it back for now to see what happens with coronavirus restrictions, as we have until 1 June to hold it.	
	h	<u>To clarify the resolution passed at the meeting of 2 November 2020 with regard to the Wivelsfield WOW group wishing to rehost the 'kill your speed' posters with an anti-littering twist.</u> The Council agreed to provide a budget for between £300 & £500 to support this project, under S137 expenditure. The proposal is for the primary school to run a competition encouraging pupils to draw anti-littering posters. Winning entries will be selected and a small number made up into weather-proof posters on correx board, to be put up around the Parish, (ideally attached to posts with metal cable ties). The Council will cover the cost of having the posters made up, and prizes.	Budget of up to £500 agreed (under S137 expenditure) to support anti-littering competition and posters.
	i	<u>To note the outcome of the meeting with the Ouse &amp; Adur Rivers' Trust representative and to agree any associated actions</u> – the Ouse and Adur Rivers' Trust (OART) are working with Lewes District Council on ways to reduce the risk of flooding in Wivelsfield. A representative of the OART had met with the Council to discuss some of their flood mitigation ideas and had asked for help with identifying/obtaining contact details for some of the local landowners. Members felt that the risk of surface water flooding (and the importance of mitigation) will become all the more significant with any more new development.	Clerk to check if landowners are happy to have their contact details passed on.
8	a	<b>Village Hall Improvement Project</b> <u>To agree to provisionally determine (pending the outcome of the loan application) how costs of the project will be split between the Village Hall and Parish Council (now that the majority of funding is in place), by liaising with the Management Committee and project management team</u> – it was agreed to hold a meeting between representatives of the Management Committee, Parish Council, Architect and Project Management firm to carefully review the remaining short-listed tenders, in order to make a recommendation as to which one to appoint (in principle, pending the outcome of the Public Works Loans Board loan application). This in turn will then allow for the cost of the work to be apportioned between the Council and Management Committee.	Agreed to hold a meeting with all key parties to reach an in principle recommendation about a preferred contractor and how to apportion costs.
	b	<u>To agree to instruct a solicitor to draw up a suitable legal agreement to cover the arrangement</u> – Clerk to seek clarification as to whether a legal agreement was initially proposed in terms of the joint client relationship with a contractor, or in respect of which body would pay for what.	Clerk to follow up.
9	a	<b>Consultations</b> <u>Lewes District Council consultation on its Draft Interim Policy Statement for Housing Delivery.</u> Consultation ends 29 January 2021.	No comment.
	b	<u>Lewes District Council consultation on the Approach to Disaggregating Local Housing Need for the purposes of the five-year housing land supply.</u> Consultation ends 29 January 2021. The Council wished to make a comment saying that, whilst it recognises the National Park status, it is concerned	Comment to be made as detailed.

		about the amount of development then has to be accommodated within the remaining land around the District.	
10	a	<p><b>Correspondence</b></p> <p><u>Response to the Council's letter to East Sussex Highways</u> – Rupert Clubb (Director of the Department for Communities, Economy and Transport) had replied to the Council's letter about the state of the roads and concerns regarding road safety. He recapped about the rollout of the 20/30mph scheme through Wivelsfield Green in 2015 and the results of the community survey which showed that a majority of residents did not want more significant speed reduction measures such as build-outs and speed tables. He advised that budgets have been cut significantly in the intervening period and that priority now has to be given to those areas with the greatest personal injury records. Mr Clubb advised that 'The Road Safety Team however will investigate whether it might be appropriate to provide some warning signs on the approaches to the Village Green.' Other than that, the Highway Steward has inspected a number of other issues brought to Highways' attention and has requested remedial work for those that meet intervention level (eg loose kerb stones and potholes). The poor state of the mini roundabout on Ditchling Road and its approaches has been flagged up with the Asset Management Team for more significant work to be scheduled in this area when possible.</p>	Noted.
	b	<p><u>Notification that all plans to construct a multipurpose greenway (ie a town to town cycleway) along Theobalds Road and bridleway has been removed from their Place &amp; Connectivity Plans for Burgess Hill</u> – whilst no official notification had yet been received, residents had become aware that this scheme has now been abandoned.</p>	Noted.
	c	<p><u>Acknowledgement of email to Southern Water with regard to queries about the pumping station adjacent to Charters Gate Way</u> – whilst a holding email had been received, no formal response to the Council's queries has yet arrived.</p>	
	d	<p><u>Offer of a website accessibility audit</u> – the Council did not feel this necessary.</p>	
	e	<p><u>Letter about footpaths in the Parish</u> – to reply indicating that, if the lady walked pretty much as the crow flies between Wivelsfield and Plumpton stations, the likelihood is that she may not have been in Wivelsfield Parish at all, but rather Ditchling/Westmeston and Plumpton.</p>	
	f	<p><u>Letter about footpaths in West Wood</u> – another letter had been received from a resident concerned about the closure of many long established, well-used and much-loved paths through the woods. As per discussion at the December 2020 meeting, it was agreed to signpost the author of the letter to the advice from the Open Spaces Society and to suggest that residents could form a group to look at compiling evidence for 20+ years use of the paths.</p>	
11		<b>Items for Noting or Inclusion on Next Agenda</b>	None noted.
12	a	<p><b>Date of Next Meeting</b></p> <p>Monday 1<sup>st</sup> February 2021 – Parish Council Meeting</p>	

The meeting closed at 9.25pm.

## Expenditure Approved at the Meeting of 11 January 2021

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
<b>General Expenditure</b>					
Clerk	Salary January 21 inc. December overtime		1753.01	Online	270
East Sussex Pension Fund	Pension contributions January 21		660.08	Online	271
Lewes District Council	January 2021 play area inspection		18.00	Online	272
Lewes District Council	Litter bin emptying 1 Jan – 31 March '21		54.29	Online	273
Lewes District Council	Dog bin emptying 1 Jan – 31 March '21		655.20	Online	274
Jaks Leisure	Donation for use of office 1 Jan – 31 March '21		300.00	Online	275
Transparity Solutions Ltd	December 2020 Office 365 Subscription		42.90	Online	276
Sage UK Ltd	January Sage 50 Accounts subscription		96.00	SO	277
Trident Computers UK Ltd	IT contract February 21		55.80	Online	278
Carola Godman Irvine	Peppercorn rent for use of Church Lane car park		1.00	Online	279
Royal Images	Purchase of official photographs of HM the Queen and HRH the Duke of Edinburgh		88.80	Online	280
E Gander	Reimbursement for stationery items and equipment including printer ink, A4 paper, warning tape & cable ties		53.16	Online	281
GeoXphere Ltd	Parish Online mapping system subscription		63.00	Online	282
Barcombe Landscapes	Recreation ground maintenance 1 July – 19 Nov 2020 Verge cutting War memorial maintenance	2045.99 960.00 285.45	3291.44	Online	283
<b>Total General Expenditure</b>			<b>7132.68</b>		
<b>Village Hall Improvement Project</b>					
<b>Total Village Hall Expenditure</b>					
<b>Total Expenditure</b>	General & Village Hall		<b>7132.68</b>		

Online payments set up by the Clerk on: 12 January 2021. Authorised by B Rust.