

## Minutes of the Meeting Held Monday 1 February 2021

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

| Agenda Item        | Description  | Resolved   |
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| <b>Present:</b>    | Councillors I Dawson, B Rust, I Haffenden, H Martin, N Dutt, S Morris , R Morris and E Pascoe. District Councillor Bikson, Liz Gander (Clerk) and eight members of the public.   |  |
| <b>Open Forum:</b> | The Chair welcomed everyone to the meeting and requested that, with the agreement of Council, discussion of item 9 would be moved to earlier in the agenda (after item 5), to allow participation from Peter Burton of the Hall's Management Committee. This was agreed. For clarity, the minutes will however be written up in numerical order.<br><br>No open forum was required.  | Item 9 to be discussed after item 5.   |
| <b>1</b>           | <b>Apologies for Absence</b><br>Regular attendee, Sheila Blair, had sent her apologies.  |  |
| <b>2</b>           | <b>Declarations of Members' Interests</b><br>a To receive declarations of interest from Councillors on items on the agenda<br>b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests   | None Noted.  |
| <b>3</b>           | <b>To Approve the Minutes of:</b><br>a The Parish Council Meeting held 11 January 2021   | Approved.  |
| <b>4</b>           | <b>Planning Matters</b><br><b>New Planning Applications Considered at the Meeting.</b><br>a <u>LW/21/0020 – Chideok, Valebridge Road</u> - Outline application for two additional dwellings with access and layout reserved. The Council resolved to object to this application on the grounds that the proposals are considered over-development of the site. The newly designed access from Millrose Way is felt inappropriate as this is a privately owned road and the Council is also concerned about the adverse impact on and destruction of wildlife, including existing trees.<br>b <u>LW/20/0804 – 5 Fair Place</u> - Erection of a single storey rear extension. The Council resolved to object to this application owing to the loss of light for the neighbouring property.<br>c <u>LW/20/0787 – 2 Green Road</u> - Demolition of detached garage, erection of two-storey 2x bedroom detached house, relocation of vehicular access. The Council resolved to submit a neutral response to this application, but to query whether there is space for two off-road parking spaces per | To object on the grounds detailed.<br><br>To object.<br><br>To submit a neutral response, with |

<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

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|   |   | dwelling, as required by the Wivelsfield Neighbourhood Plan. The Council would also wish to see the inclusion of an electric vehicle charging point.   | two additional comments.                                      |
|   | d | <b>Tree Works Application</b><br><u>TW/20/0107/TPO - 30 Downscroft</u> - Ash (T17) of the order - Fell due to deep internal rot below main fork of the tree causing structural weakness. Tree Located 6 metres from property, growing over garden towards house. Overhangs popular walking and horse riding route. To be replaced with 1 Birch Tree in same location.  | To support.   |
|   | e | <b>Notices of Planning Consent</b><br><u>LW/20/0536 - 1 Diamond Cottages, Green Road</u> - creation of a dropped kerb.   |   |
|   | f | <u>LW/20/0802 - 16 Orchard Close</u> - erection of a single storey rear extension.   |   |
|   | g | <u>LW/20/0422 - Lakedene, Theobalds Road</u> - conversion of detached garage to residential annexe (resubmission following LW/20/0134).  |   |
|   | h | <b>Notice of Refusal</b><br><u>LW/20/0713 - 32 Downscroft</u> - Erection of rear extension to existing annexe, replacement of existing garage roof with pitched roof including new roof over the annex to the rear, and demolition of existing rear conservatory replaced with rear ground floor extension.  |   |
|   | i | <b>Notice of Appeal</b><br><u>Manor Nursery, Theobalds Road</u> - an appeal has been lodged but, as yet, no further information has been received.   |   |
|   | j | <b>Appeal Decision</b><br><u>LW/19/0657 - Uplea, Green Road</u> - erection of a single dwelling along with associated access, parking and hard/soft landscaping - appeal allowed.  |   |
|   | k | <b>Other Planning Matters</b><br><u>Information regarding the Somerset House (former Beer Piper building) development and CIL</u> - the Clerk had enquired about upcoming CIL (Community Infrastructure Levy) from Lewes District Council and had been advised that the scheme at Somerset House does not have to contribute to CIL funds. The explanation provided was however unclear, so the Clerk to seek clarification. | Clerk to seek clarification.                                  |
| 5 | a | <b>Financial Matters</b><br>To review and authorise items for payment - the Council approved payment of ten items totalling £2922.94 (see Appendix A for details).   | Payments approved.  |
| 6 | a | <b>Policies</b><br><b>To review and accept the suggested amendments to the Council's:</b><br>Financial Regulations<br>Risk Management Strategy<br>Risk Assessment<br>Risk Assessment for Hall Improvement Project<br><b>To agree the new:</b><br>Policy on Councillor Allowances   | All amendments were agreed and documents re-adopted.          |
|   | e | It was agreed to form a working group to review other policies in advance of the Council's annual meeting in May. Working group to comprise Councillors S and R Morris, H Martin and N Dutt.   | Agreed.<br><br>Working group to be set up to review policies. |
| 7 | a | <b>Clerk's Report</b><br><u>Information about the implications of installing or replacing bus shelters given new Department for Transport (DfT) rules</u> - an officer from East Sussex Highways had advised that, in order to comply with DfT rules, anyone   |   |

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|   | <p>replacing or installing a new bus shelter is now, as a part of the work, also obliged to pay for the installation of heightened kerbs. It has been estimated that, on average, this would add around another £2500 &amp; VAT to the overall cost of a project (more on a road like Green Road which would also require traffic management). Councillors felt that this is a huge disincentive for maintaining, updating or providing new shelters. The officer was going to double-check that this requirement would be necessary at the two locations in Wivelsfield Green where the Council had been considering replacing/introducing bus shelters. The officer had suggested that one alternative for the proposed bus shelter along Eastern Road would be to install it in the Village Hall car park. This would remove the need for a highways licence or kerb works. The Clerk cautioned that (apart from needing the consent of the Management Committee) there would be a need to ensure that a shelter would not impede view lines for any vehicles coming in or out of the car park and would be sufficiently visible (even in the dark) to prevent someone from driving into it. The Council agreed that this project will be put on hold until after work on the Hall Improvement Project is complete, as the bottom end of the car park will be inaccessible anyway for the duration of the work. No further decisions will be made about progressing with replacing the shelter on Green Road until a definitive answer about additional costs of kerbing work is obtained from East Sussex Highways.</p> | <p>The clerk to seek further clarification about costs from East Sussex Highways and to pause any thought of replacing the Green Road bus shelter until this is obtained.</p> <p>Idea of Eastern Road bus shelter to be put on hold until after Hall Improvement works.</p> |
| b | <p><u>To discuss the IT support company's recommendation to have a Cyber Essentials review</u> – on the basis that the Council has an IT contract which monitors IT security and ensures that software and anti-virus protection etc is up-to-date, the Council felt it was unnecessary to seek Cyber Essentials accreditation.</p>   | <p>Agreed not to pursue.</p>  |
| c | <p><u>Need to replace defibrillator batteries at a cost of £176 each</u> – it was agreed to replace the four defibrillator batteries as they have reached the end of their warranty period.</p>   | <p>Agreed.</p>  |
| d | <p><u>Initial indication of results of impact absorption testing at the play area (awaiting full report)</u> – initial indications from an email from the inspector were that the results were all within accepted levels and deemed to be low risk.</p>  |   |
| e | <p><u>Annual Parish Meeting (APM) – updated information</u> – the latest information received from the County Association has advised planning to hold this year's APM virtually. It was agreed to decide on a provisional date in May and to make tentative arrangements for speakers to attend, including: a representative from the Ouse &amp; Adur Rivers Trust to speak about surface water flooding mitigation measures in Wivelsfield Green; someone representing the contractor for the Hall Improvement Project, to talk about progress with this; someone from WelMedical to demonstrate how to use a defibrillator and perhaps someone (eg Trevor Leggo from SSALC) to discuss how things are with the planning system now.</p>  | <p>Clerk to provisionally arrange a date for the meeting and to invite speakers.</p>  |
| f | <p><u>Request from the Church for Councillors to be included on a rota as stewards for supervising a book of condolence in the event of the death of a senior royal</u> – stewarding duties will include supervising the book of condolence and advising people where flower tributes should be laid. Several councillors agreed to be included in the rota. The Clerk to forward their contact details to the Church Wardens.</p>  | <p>Clerk to forward details of those willing to help, to the Church.</p>  |
| g | <p><u>Request from the Church to consider paying for or contributing to, the cost of a memorial bench for those from the Parish that have lost their lives through coronavirus</u> – the Council agreed to contribute £100 towards the purchase of a bench, to recognise the profound impact of coronavirus on</p>  | <p>Agreed to contribute £100</p>  |

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|   | h                          | <p>people's lives. Members however asked for the tone of any wording to be positive (eg a bench of hope) and to recognise how the community pulled together in times of great need.</p> <p><u>To convene a working party to review and pare down the suggested locations for a temporary Speed Indicator Device (SID), in line with advice given by East Sussex Highways</u> – Highways officers had asked that the initial list of suggested places be pared down to around 6-10 possible sites. It was agreed to form a working party to do this, comprising Councillors Pascoe, Dutt and Dawson, along with John Wigzell from the Community Speed Watch Group.</p>  | <p>towards the cost of a memorial.<sup>2</sup></p> <p>Agreed to form working group, as detailed, to reduce the number of proposed sites.</p> |
| 8 | <p>a</p> <p>b</p> <p>c</p> | <p><b>Reports from Councillors</b></p> <p><u>Feedback from the Lewes District Association of Local Councils (LDALC) meeting, held 25 January 2021</u> – Councillor Martin had attended a meeting, the focus of which has on how to revitalise this group, which is intended to bring together local councils from the Lewes District for networking, information sharing and mutual benefit. The model of the very active Wealden equivalent was said to be one to aspire to. It was noted that, particularly with the forthcoming challenges likely to be faced in the planning sphere, it is more important than ever for parishes to support each other. A planning consultant is being invited along to a LDALC meeting on 12 February, which Councillors Dutt and S Morris will attend.</p> <p>Also discussed was the impending demise of the joint Surrey, East and West Sussex Association for Local Councils (SSALC) which is disbanding from the beginning of April. Trevor Leggo will remain a contact point for East Sussex Councils.</p> <p><u>Feedback from the SLR meeting with Highways held on 26<sup>th</sup> January 2021</u> – Highways will try to put up some warning signs on Green Road, at either side of the green, warning of children crossing. They will also look to put up some temporary road safety posters along North Common Road, to encourage drivers to slow down.</p> <p><u>Feedback from a meeting held to discuss Hundred Acre Lane on 25<sup>th</sup> January, and to discuss the idea of community match/a feasibility study</u> – this meeting had been called by a resident, concerned about the speed of traffic along Hundred Acre Lane and the safety implications for walkers, cyclists and horse riders (numbers of which have increased markedly during the pandemic). Ian Johnson from East Sussex Highways had indicated that he would try to obtain some signs warning of pedestrians in the road. The group discussed putting up unofficial signs, encouraging people to slow down. However, these would not be allowed on the Highway, you cannot put signs on private land that replicate what is on the Highway and if signs were put on private land you could then have the issue of liability if someone had an accident whilst trying to read them. One option would be to look at having a feasibility study undertaken to consider options eg for reducing the speed along the road. This has been done with Spatham Lane, but there are significant costs involved with this, aside of the money that would then need to be found to do the work. Westmeston have had to raise £35k towards the Spatham Lane speed reduction work (which is predominantly only lining and signing). The meeting had concluded by identifying speeding on rural lanes as a national issue and resolving to speak to Maria Caulfield MP and to feed back to CPRE and local councils.</p> | <p>Councillors Dutt and S Morris to attend planning meeting.</p>   |

<sup>2</sup> Expenditure to be made under S137 of the Local Government Act 1972.

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| 9  |   | <p><b>Village Hall Improvement Project</b><br/> <b>Exclusion of the Press and Public</b><br/> <u>By virtue of the confidential nature of the business to be transacted, the Council resolved to exclude the press and public for the following item (Public Bodies - Admission to Meetings - Act 1960).</u></p> <p>a To select a preferred contractor (from the shortlist of three) so that, assuming the response to the Council's application for a Public Works Loans Board loan is favourable, the contractor may be advised to give maximum planning time for starting on site. (No contract will be entered into until all money is secured).<br/> A preferred contractor was selected.</p>  | Preferred contractor selected.  |
| 10 | <p>a</p> <p>b</p> <p>c</p> <p>d</p> <p>e</p> <p>f</p> | <p><b>Correspondence</b></p> <p><u>To acknowledge receipt of the Lewes District Playing Pitch Strategy and Open Space Strategy.</u> The Chair had been pleased to see that Wivelsfield was one of only a handful of councils to have responded to the questionnaire about this.</p> <p><u>Response from Village Hall Management Committee re the Council's request to consider letting spaces in the car park for residents from the prospective dwellings at 'Somerset House' (the former Beer Piper premises).</u> Request on hold for the time being.</p> <p><u>Woods in England Jeopardised by companies selling them Off in Small Plots.</u></p> <p><u>Suggestion for a 'heritage trail' encompassing Great Ote Hall, Wivelsfield Parish Church, Theobalds bridleway, Theobalds Farm and Antye House.</u> The Chair asked Carola Godman Irvine from Great Ote Hall whether she had any comments to make regarding this suggestion (which had been made by a resident of Theobalds Road). Her view was that it was a nice idea, and that they are always pleased to see visitors to the farm, but to be aware that some of the paths get extremely muddy, they encourage people to stick to the footpaths (rather than around the perimeter of fields where they are trying to encourage wildlife and ground-nesting birds) and that signs put up around the farm have a habit of being torn down.<br/> Councillor Haffenden highlighted that some interesting signs of the type that could be included along a trail have already been put up along Theobalds Road, telling people about historic features etc. It was agreed to put together a working party to look at this and to liaise with residents of the areas that the suggested trail would encompass.</p> <p><u>Briefing note from Sussex Police re new crime unit.</u></p> <p><u>Letter about Hundred Acre Lane</u> (links with agenda item 8c above).</p> | <p>Noted.</p> <p>Noted.</p> <p>Working party to look at this proposal, comprising Councillors Martin, Dawson, Dutt and Haffenden.</p> <p>Noted.</p> <p>Noted.</p> |
| 11 | <p>a</p> <p>b</p> <p>c</p>                            | <p><b>Items for Noting or Inclusion on Next Agenda</b></p> <p>a Neighbourhood Plan review.</p> <p>b Flashing speed sign on North Common Road.</p> <p>c Trees in overhead cables.</p>   |   |
| 12 | <p>a</p>  | <p><b>Date of Next Meeting</b></p> <p>a Monday 1 March 2021 – Parish Council Meeting</p>   |   |

The meeting closed at 9.41pm.

## Payments Approved at the Meeting of 1 February 2021

| Payee                              | Expenditure  | Value | Total          | Payment Type | Voucher Ref |
|------------------------------------|--|-------|----------------|--------------|-------------|
|                                    |  | £     | £              |              |             |
| <b>General Expenditure</b>         |  |       |                |              |             |
| Clerk                              | Salary Feb 21  |       | 1544.49        | Online       | 284         |
| East Sussex Pension Fund           | Pension contributions February 21  |       | 565.22         | Online       | 285         |
| Lewes District Council             | February 2021 play area inspection   |       | 18.00          | Online       | 286         |
| Transparity Solutions Ltd          | January 2021 Office 365 Subscription   |       | 38.64          | Online       | 287         |
| Sage UK Ltd                        | February Sage 50 Accounts subscription   |       | 96.00          | SO           | 288         |
| Trident Computers UK Ltd           | IT contract March 21   |       | 55.80          | Online       | 289         |
| Bruce Cumner                       | Handyman services including tightening bolts at the playground, new notice board and checking/refilling of grit bins |       | 159.39         | Online       | 290         |
| Sutcliffe Play*                    | Playground parts   |       | 163.01         | Online       | 268         |
| E Gander                           | Reimbursement for black memorial armbands  |       | 23.50          | Online       | 291         |
| Ansty & Staplefield Parish Council | Share of street lighting costs Valebridge Road area  |       | 258.89         | Online       | 292         |
|                                    |  |       |                |              |             |
| <b>Total General Expenditure</b>   |  |       | <b>2922.94</b> |              |             |

Online payments set up by the Clerk on 5 February 2021. Authorised by I Dawson.

\*Nb the sum of £135.84 was authorised and included on the accounts for payment schedule for December when the order for playground parts was placed (and the sum advised by Sutcliffe Play), so as to be able to make the payment (and secure the parts) promptly, without waiting another meeting at which to approve payment once the invoice had been received. The Sutcliffe Play sum was included as voucher 268, but erroneously listed at the net value, rather than the gross sum as now shown in the table above.