

## Minutes of the Parish Council Meeting Held Monday 7<sup>th</sup> June 2021 7.30pm, Wivelsfield Church Hall, Church Lane, Wivelsfield

Agenda Item	Description	Resolved
<b>Present:</b>	Parish Councillors I Dawson, (Chair), N Dutt, I Haffenden, H Martin, R Morris, S Morris and E Pascoe. County Councillor Milligan, District Councillor Bikson, Liz Gander (Clerk) and four members of the public.	
<b>Open Forum:</b>	District Councillor Bikson introduced our new County Councillor, Matthew Milligan. The Village Day team had also come along in respect of item 5I and introduced themselves.	
<b>1</b>	<b>Apologies for Absence</b> Maria Caulfield MP.	
<b>2</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 None noted
<b>3</b>	<b>To Approve the Minutes of:</b> a The Parish Council Meeting held 4 May 2021 b The Extra-ordinary Meeting held 17 May 2021	Approved Approved
<b>4</b>	<b>Planning Matters</b> <b>The following Planning Applications were considered at the meeting.</b> a <u>LW/21/0143 – Rogers Farmhouse, Ditchling Road</u> - Timber Stair in place of the existing steel spiral staircase, extended roof covering over the proposed stair, double doors with Juliette Balcony to replace the existing window, Garden Room/Gazebo. The Parish Council resolved to submit a neutral comment to this application. However, as with its comments to the previous applications (LW/21/0142, LW/20/0744 & 0755), if approved, the Parish Council would wish to see a condition imposed to ensure that this annex accommodation shall not be used at any time for purposes other than ancillary use to the residential dwelling of Rogers Farmhouse. b <u>LW/21/0250 - Nuggets, Valebridge Road</u> - Variation of condition 1 (plans) in relation to planning approval LW/18/0566 to allow for changes to the /layout of the approved house type. The Parish Council resolved to object to the above application, as the number of parking spaces provided is still considered inadequate and not in line with the Neighbourhood Plan.  <b>Notice of Refusal</b> (for information only) c <u>LW/20/0868 – Clearview, Nursery Lane</u> - Demolition of existing workshop / builders yard and erection of 2 storey detached 4 bed dwelling with 2 bay carport. The Council had been disappointed to see that no mention had been made of the Wivelsfield Neighbourhood Plan in the reasons for refusal. This had been raised with Lewes District Council with a request to ensure that any conflict with the Neighbourhood Plan is noted in future.	Neutral response but with comments as detailed.  To object for the reason stated.

		<b>Other Planning Matters</b>	
	d	To discuss and agree feedback on the draft community consultation questions and scope, provided by the agent promoting the land east of the <u>B2112 for development</u> – as the Parish Council is completely opposed to plans for this site, it resolved not engage with the request for feedback other than by responding that this development is not wanted.	To respond that the development is not wanted.
	e	<u>To discuss whether to approach Lewes District Council regarding a number of apparent breaches of planning, and their seeming failure to take action.</u>	Clerk to liaise with District Cllr Bikson & to write to LDC.
<b>5</b>		<b>Financial Matters</b>	
	a	To review and authorise items for payment, (including ratification of clerk's overtime). The Council approved payment of sixteen general items of expenditure totalling £6208, plus a further two items relating to the Hall Improvement Project, totalling £4140 (for further details please see Appendix A).	Approved.
	b	To review bank reconciliations for the period February – April 2021, including the year end bank reconciliation as at 31 March 2021.	Agreed.
	c	To note the report from the year end internal audit – it was noted to be an excellent audit report and a testimony to how the Clerk manages the accounts.	Noted.
	d	To review the effectiveness of internal audit. The Council is happy with the effectiveness of internal audit.	Satisfied with effectiveness.
	e	To resolve to continue to use Mulberry and Co for internal audit services for the forthcoming year.	Agreed.
	f	To review and sign the Financial Statements for the year ended 31 March 2020.	Approved.
	g	To review, approve and sign Section 1 of the Annual Return - the Annual Governance statement.	Approved & signed.
	h	To review, approve and sign Section 2 of the Annual Return – Accounting Statements.	Approved & signed.
	i	To note the forthcoming publication of a Notice of Electors' Rights. The notice will provide for electors to inspect the accounts between 14 <sup>th</sup> June and 23 <sup>rd</sup> July 2021.	Noted.
	j	To approve a recommendation from East Sussex Highways to replace concrete lighting column D and lantern in Strood Gate, at a cost of £1686.06. This was approved, but with a request for the lantern used to match the type recently installed on North Common Road/South Road, to achieve a gradual uniformity of lighting around the parish.	Approved.
	k	To consider a grant request from the Monday Group – as the Monday Group has done quite a lot of work in and around Wivelsfield, improving footpaths, gates and stiles etc, the Council resolved to support its grant request for £500. Additionally however, it was agreed to offer to purchase them two battery-operated loppers, with batteries and charger, to assist in their work, should these be useful to them.	£500 grant approved, plus purchase of two battery-operated loppers/batteries & charger if useful.
	l	To ratify the Council's decision about whether to support the 'Wivelsfield's Big Party' community event – after much discussion, the Council voted 4:3 not to financially support this year's one-off event, but to put the unspent budgets from this year and last towards a bigger Village Day event next year.	No financial support this year.
	m	To consider whether the Council would wish to purchase a silhouette of a soldier for use at the Remembrance Day service. Councillor Dutt to identify a specific item for discussion at the next meeting.	Deferred to next meeting.
	n	To consider the cost of moving a dog bin on Eastern Road, as discussed at a previous meeting. The Council supported the cost of £100 for relocating the	

		dog bin on Eastern Road to near the field entrance. The Clerk is awaiting information from Highways on land ownership before arranging this, to see whether this is Highways' land or if permission from the field's owner will be required.	
<b>6</b>	a b c d e e g	<b>To Review, Update as Necessary and Re-Adopt the Following Policies &amp; Other Documents</b> Code of Conduct Dismissal & Disciplinary Procedure Document Retention Policy Filming & Recording of Meetings Policy Grievance Procedures Health & Safety Policy Online Banking Procedures	All documents approved.
<b>7</b>	a	<b>Clerk's Report</b> <u>Update on phone box/book exchange project</u> – awaiting confirmation that there is a team of volunteers in place to start on refurbishments once the box is in situ. Once this is confirmed, quotes will be sought for the phone box base and installation.	
<b>8</b>	a b c d	<b>Reports from Councillors</b> <u>Neighbourhood Plan review</u> – to note the feedback from Lewes District Council (LDC) and to review whether any changes need making to the Review document in light of comments made. LDC had been generally supportive of the review undertaken and had made four additional suggestions of things to consider. In response to this, some extra material has been added into the review, which was approved by the Council. Thanks were given to Councillor R Morris for his work on this. The updated and approved review document will be sent to Lewes District Council and place on the Parish Council's website. <u>Feedback from the local Focus Group held with a representative of the Police &amp; Crime Commissioner</u> – Councillor Martin and the Clerk had attended the focus group, which was an opportunity to put forward any thoughts about policing in our area. It was noted that there had been significant improvement in contact from our nominated PCSO, since the lack of local contact had been brought up with Sussex Police by Trevor Leggo from the East Sussex Association of Local Councils. <u>Update on West Wood following the meeting held with the land owner and East Sussex Rights of Way</u> – the wood's owner had explained to the Chair and Councillor R Morris, how he is trying to manage the wood and his reasons for keeping only official paths open; whilst they had expressed the community's disappointment at no longer being able to use other, long-established paths. The landowner had said he would go away and try to come up with a solution, but did also suggest that the Parish Council might wish to buy a section of the wood. The Chair to follow up with the owner, to see if he has been able to find a solution. <u>To discuss initial plans for Remembrance Sunday</u> – the Clerk will apply for a road closure ready for the service at the War Memorial.	Updates made in light of LDC comments and document now approved for publication by the Parish Council.  Chair to follow up with landowner.  Road closure application to be made.
<b>9</b>	a	<b>Village Hall Improvement Project</b> Work is up and running. It was noted that contractors' vehicles may be parking on verge adjacent to the Hall car park and that, if this is damaged as a result, they may be asked to make good.	

<b>10</b>	<p>a</p> <p>b</p> <p>c</p> <p>d</p> <p>e</p> <p>f</p> <p>g</p> <p>h</p>	<p><b>Correspondence</b></p> <p>LANTRA basic tree inspection courses – agreed for Councillor Pascoe to attend.</p> <p>Responses from Lewes District Council and East Sussex Highways regarding road safety initiatives proposed at the May meeting – whilst Lewes District Council had said they would not have any particular objection to stickers being put on bins, (though they wouldn't want bins to be left out on days other than bin day as a result), the Traffic Safety Team at East Sussex County Council had advised that any stickers 'should not replicate speed limit reminder signs that comply with the Traffic Signs Regulations and General Directions (TSRGD). This would make the 30mph speed limit unenforceable by the Police due to the streetlights in Wivelsfield.' They had suggested contacting Sussex Police who they believed had, in the past, given out stickers with an approved format.</p> <p>Resumption of The Conservation Volunteers activities.</p> <p>Response from Highways re requests and queries put to them – three road signs on North Common Road have been inspected and repaired, any particular hedges causing an obstruction can be referred to the Highway Steward for inspection and if the Council wishes to have volunteers cleaning road signs etc, it will need to conform to the expectations listed in the ESCC Volunteering Guidance Form (which may prove prohibitive).</p> <p>Invitation to submit questions for a bi-annual meeting with the Chief Constable of Sussex Police and the Sussex Police &amp; Crime Commissioner (by 25 June).</p> <p>Invitation to attend ESALC councillor and chairman training sessions. All members invited to consider registering for training courses and to advise the Clerk if they do.</p> <p>Complaint about pheasants - a resident had complained that pheasants were coming into their garden from the fields. Clerk to liaise with landowner.</p> <p>Homes England – meeting to be arranged for 22/23 June re Hurst Farm development.</p>	<p>Cllr Pascoe to attend.</p> <p>Clerk awaiting info from Sussex Police re an approved form of bin sticker. Also awaiting feedback re the possibility of having scarecrows on verges. Noted.</p> <p>Responses noted.</p> <p>Noted.</p> <p>Members invited to attend training courses. Clerk to liaise with landowner.</p> <p>Meeting to be arranged.</p>
<b>11</b>	<p>a</p> <p>b</p> <p>c</p>	<p><b>Items for Noting or Inclusion on Next Agenda</b></p> <p>Kerbstones.</p> <p>Dirty road signs.</p> <p>Village recycling day.</p>	
<b>12</b>	<p>a</p>	<p><b>Date of Next Meeting</b></p> <p>Monday 28<sup>th</sup> June 2021– Parish Council Meeting</p>	

## Items Approved for Payment for the Meeting of 7 June 2021

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
<b>General Expenditure</b>					
Clerk	Salary June 21		1741.72	Online	348
East Sussex Pension Fund	Pension contributions June 21		642.71	Online	349
HMRC	Quarterly PAYE & NI Contributions		1555.61	Online	350
Lewes District Council	June 2021 play area & outdoor gym inspection		36.00	Online	351
Lewes District Council	Dog bin emptying Charters Gate Way June 21		93.60	Online	352
Transparity Solutions Ltd	May 2021 Office 365 Subscription		47.76	Online	353
Sage UK Ltd	June Sage 50 Accounts subscription		102.00	SO	354
Trident Computers UK Ltd	IT contract July 21		60.60	Online	355
E Gander	Reimbursement for printer ink		16.49	Online	356
Barcombe Landscapes	Recreation ground maintenance Verge cutting		1009.72	Online	357
PVL	Signs for playground & recreation ground		285.60	Online	358
Mulberry & Co	Year end Internal Audit fee		216.00	Online	359
Wivelsfield PCC	Church Hall Hire for 17 <sup>th</sup> May Extra-Ordinary Meeting		7.50	Online	360
Cameron Wallis	Reimbursement for purchase of combination padlock for vehicle access gate to play area		17.48	Online	361
Wivelsfield Cricket Club	2 <sup>nd</sup> half of cricket pitch maintenance grant		350.00	Online	362
Zurich Insurance	Correction of insufficient payment for premium		25.21		363
<b>Total General Expenditure</b>			<b>6208.00</b>		
<b>Village Hall Improvement Project</b>					
Robinson Low Francis	Project Management Fee month 1 of construction		2640.00	Online	364
Crowther Associates	RIBA Stage 5: 1 of 6 payments		1500.00	Online	365
<b>Total Village Hall Expenditure</b>			<b>4140.00</b>		
<b>Total Expenditure</b>	General & Village Hall		<b>10,348.00</b>		