

Minutes of the Parish Council Meeting held Monday 7th February 2022

7pm, Renshaw Room, Wivelsfield Village Hall

Agenda Item	Description	Resolved
Present:	Councillors I Dawson (Chair), H Martin (Vice-Chair), N Dutt, I Haffenden, R Morris, S Morris. Liz Gander (Clerk), County Councillor Milligan and two members of the public.	
Open Forum:	The Council was asked whether there were any updates on the Springfield development (no), and whether there have been any developments with obtaining a mobile speed indicator device. In respect of the latter, we still need confirmation of the proposed sites from East Sussex Highways.	
1	Apologies for Absence Apologies had been received from Councillor Pascoe and District Councillor Bikson who were both unwell, and from Maria Caulfield MP who had other commitments.	Apologies accepted.
2	Declarations of Members' Interests 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.
3	To Approve the Minutes of: a The Parish Council Meeting held 10 th January 2022 b The Confidential Session held 10 th January 2022 The Parish Council extended its thanks to Councillor Martin for having taken the January minutes in the Clerk's absence.	Both sets approved & signed.
4	Planning Matters New Planning Applications considered at the meeting: a <u>LW/22/0008 - Jenners, Green Road</u> - Removal of existing electrical apparatus and installation of underground supply. (Case Officer: Tanya Szendeffy) b <u>LW/22/0005 - 25 Green Park Corner</u> - Installation of rear dormer extension. (Case Officer: James Emery). c <u>LW/22/0006 - 25 Green Park Corner</u> - single storey rear extension with 4no. rear rooflights and 3no. front rooflights. (Case Officer: James Emery). d <u>LW/22/0031 - Woodpeckers, Ditchling Road</u> - Demolition of existing outbuilding and replacement with single storey pitched roof annexe and single storey flat roof rear extension with skylight. (Case Officer: James Emery). The Council resolved to support this application, on the basis that, if approved, it would like to see a condition imposed requiring the annexe to be tied to the main dwelling in perpetuity. e <u>LW/22/0010 - 53 Downsview Drive</u> - Erection of single storey rear extension with 3 no. rooflights. (Case Officer: Ella Rigluth)	To support the application. To support the application. To support the application. To support, but with the request for a condition requiring the annexe to be tied to the house. To support the application.

	<p>f</p> <p>g</p> <p>h</p>	<p>Notices of Planning Approval Granted <u>LW/21/0879 - 36 Ash Way</u> - Garage conversion for creation of rear outbuilding.</p> <p>Other Planning Matters <u>Update on planning at Clearview</u> – the Council was disappointed at the lack of enforcement action being taken in respect of the ‘agricultural barn’, which appears to be being built rather as a residential dwelling, having had utilities connected, velux windows, a stair case and flooring installed. The Council is frustrated that, whilst most people follow the rules, some appear to ride roughshod over the planning system and should not be allowed to get away with it.</p> <p><u>Initial data from Issues and Options consultation</u> – a Freedom of Information request submitted to Lewes District Council by another parish had revealed that few supported the idea of a new town as a means to deliver significant housing numbers. Also published (on the day of this meeting) was the result of the Lewes Land Availability Assessment, which showed several sites in Wivelsfield that have been put forward to the next stage as ‘potentially developable’. The Council was concerned to see that the site termed Land East of Ditchling Road, which residents have repeatedly made clear would not be supported for housing, has gone ‘green’ under the assessment, as being available, achievable and deliverable, despite the assessment of the 2012 Landscape Capacity Study which members recalled said that any development on this land would have a significant landscape impact.</p>	<p>The Clerk to write to Lewes District Council to express its disappointment at the lack of enforcement action.</p>
5	<p>a</p> <p>b</p> <p>c</p> <p>d</p> <p>e</p> <p>f</p> <p>g</p>	<p>Financial Matters <u>General Finance</u> <u>To review and authorise items for payment</u> – the Council ratified payment of two sums paid since the last meeting, totalling £3255.70, and a further twelve items totalling £4940.92, for payment after the meeting. (For details, please see Appendix A).</p> <p><u>To note the report from the interim internal audit</u> – the Clerk was thanked for her part in achieving a good audit.</p> <p><u>To review the quarterly financial statements Oct-Dec 21</u> – noted.</p> <p><u>To sign off bank reconciliations Oct-Dec 21</u></p> <p><u>To agree how to reflect the value of the Village Hall on the asset register, following the Hall Improvement Project</u> – following the significant sums spent on the Hall Improvement Project, the Council agreed that it made sense to take the opportunity to update the value of the Hall as listed on the Council’s Asset Register, (previously shown at a nominal £1). With the Hall having been revalued for insurance purposes since the work was completed, it was agreed, in line with accepted practice, to list the Hall at the insurance value of £2,267,000.</p> <p><u>Accounts packages</u> – as the Council has been using Sage 50 Accounts for some time, the Clerk had reviewed some other, council-specific packages, to see if these would better meet the Council’s needs. On balance, having considered costs of the alternative packages, vis a vis the challenges of getting to grips with a new package and (crucially) losing its historic data, it was agreed that the Council would continue to use Sage, particularly since the Clerk had secured a reduction in the monthly cost.</p> <p><u>Financial Matters Relating to the Hall Improvement Project</u> <u>Update</u> – the project administrator is continuing to follow up on some of the costs stated by the contractor to ensure that, where these did not form part</p>	<p>Payments agreed.</p> <p>Agreed & Signed.</p> <p>To include the insurance value of the Village Hall on the Council’s Asset Register.</p> <p>To continue to use Sage 50 Accounts.</p>

		of the original contract, they can be evidenced. Another meeting will be held in a month's time to review progress.	Meeting to be held at beginning of March.
6	a	<p>Policies</p> <p><u>To review and update (if necessary) the council's Financial Regulations</u> – some updates proposed by the Clerk were approved. It was further agreed to update some of the payment thresholds, as the Clerk's current spending limit of £100 without recourse to the Chair, was considered too low. The new stipulations will be that expenditure can be approved as follows (see Financial Regulation 4.1):</p> <ul style="list-style-type: none"> • the council for all items over £1000; • the Clerk, in conjunction with Chairperson of Council or Chairperson of the appropriate committee, for any items below £1000 but over £500; • The Clerk for items up to the value of £500. <p>To bring Regulation 11h in line with the above, it was agreed that this shall read 'When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates.'</p>	Updates approved, along with amendments to payment thresholds.
	b	<u>To review and update the Council's Risk Management Strategy and Schedule.</u>	Approved.
7	a	<p>Clerk's Report</p> <p><u>To confirm the date and speakers for the Annual Parish Meeting</u> – the Council agreed the date of 26th May for the Annual Parish Meeting (APM). It was suggested that speakers to be invited include: Alex Orchin re his trip for Children in Need; the Ouse & Adur Rivers Trust to talk about things that individual households can do to help prevent flooding; Edeal, to make residents aware of their free business advice. Wivelsfield Primary School will be invited to run a Jubilee-themed competition, for which winners could be announced at the APM.</p>	Date of 26 th May and speakers to approach agreed.
	b	<u>To discuss whether the Parish Council would wish to make any plans for the Queen's Platinum Jubilee</u> – the Council felt that, whilst it would be happy to support/facilitate any community plans for the Jubilee, it has no plans to run any events. The Village Day committee to be asked if they would consider a Jubilee themed element.	No specific plans.
	c	<u>Village gateway on South Road</u> – since Highways have repaired the wooden gateway and mounted the 30mph sign on a post in front of it, the Council resolved to leave this as it now is, unless directed otherwise by Highways.	To leave the gateway as it is.
	d	<u>Cleaning and painting of road signs/village gateways</u> – Burgess Hill Town Council has a highways maintenance team which could be engaged to undertake this kind of minor maintenance. They would however require a list of all the signs that the Council wished to have cleaned and painted. Some of these were logged when looking at potential sites for temporary SIDS.	List of signs and their locations to be compiled.
	e	<u>Grit bins</u> - it was noted that some of the grit bins are showing signs of wear, but at present this will simply be monitored, with a view to replacing them at a later date.	To monitor the grit bins' condition.
	f	<u>Update on litter bin emptying costs</u> – since the Parish Council asked for the bin by the pavilion to be emptied by Lewes District Council, they started charging for the emptying of two bins rather than one. It transpires that, historically, they should also have been charging for emptying the one in the Village Hall car park, but hadn't, so charges are now being applied to both.	
	g	<u>Bin for by field entrance on Eastern Road</u> – it was agreed to install a dual purpose bin.	To install dual purpose bin.

	h	<u>Work to Bridleway 18 (North Common Road to South Road)</u> – Clerk to speak to the Rights of Way team to query the average cost of improving a footpath (per square metre) and to seek suggestions for any other contractors to approach for quotes. The issue of barbed wire along the fences on either side of the footpath near the Bethel Chapel to be mentioned to the Rights of Way officer too.	Clerk to contact Rights of Way Officer for info.
	l	<u>To suggest potential SLR meeting dates for early March</u> – 18 th March from 10am was proposed.	Date agreed.
	j	<u>Actions for getting new office up and running including:</u>	
	i	Approval of kitchen equipment – a budget of £500 was agreed.	Budgets approved for Clerk to order items needed.
	ii	Approval of office furniture – a budget of up to £4k agreed.	
	iii	Update on blinds – three companies coming to quote (expenditure on this to be in addition to the agreed budgets above).	
	iv	Advice received re phone line – consensus is that, at least initially, in order to transfer the existing number and get a new line set up, it makes sense to go with BT.	To engage BT.
	v	Redirection of mail – in the process of being set up for a year as agreed at the last meeting.	
	k	<u>Actions list</u> – noted.	
	l	<u>Information about new street lighting procedures from East Sussex Highways</u> – Highways had confirmed they have a new procedure which means that, when a street light is no longer repairable, a Lighting Design Team is required to review the light (and those in the vicinity) to see if they meet lighting design standards, and to make recommendations for a replacement/lighting scheme. Consequently, residents may see a slower response time for fixing lights than previously, when only the Parish Council had to be consulted in order to agree to meet the replacement cost. It was suggested that, owing to the likely increase in street lighting costs resulting from East Sussex Highways' new policies, it might be wise to put any surplus remaining at the financial year end into a new earmarked reserve.	Consider putting any surplus money at the year end into an earmarked reserve for street lighting.
8	a	Reports from Councillors West Wood – no update.	
9	a	Correspondence – to review the items below plus any others arriving between the publication of the agenda and the meeting Consultation on a regional plan to meet the south east's growing water supply challenge. Consultation documents may be viewed at Water Resources South East (engagementhq.com)	Deferred to March meeting. Cllrs to review. Invite to APM.
	b	<u>Lost woods project and the Veteran Tree Recorder Initiative</u> – Council to invite someone to speak about this at the Annual Parish Meeting.	HM to attend.
	c	<u>Information on Community Safety Action Groups and to nominate representatives to attend meetings</u> – Councillor Martin offered to attend.	
	d	<u>Complaint about the pre-Christmas fireworks</u> – Bonfire Society to be asked to hold future firework displays in October to prevent adverse impact on pregnant ewes.	Write to Bonfire Society,
10		Items for Noting or Inclusion on Next Agenda	None noted.
11	a	Date of Next Meeting Monday 7 th March 2022 – Parish Council Meeting	

12	a	<p>Staffing Matters</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 this items (Public Bodies - Admission to Meetings - Act 1960).</p> <p>Matters pertaining to the Clerk's workload and welfare were discussed.</p>	
-----------	---	---	--

Appendix A

Items Paid Since the Last Meeting – as Ratified

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
General Expenditure					
Barcombe Landscapes Ltd			1756.30	Online	493
Village Hall Project					
South Coast Catering Equipment	Final payment for main hall kitchen		1499.40	Online	494
Total			3255.70		

New Items Approved for Payment at the Meeting of 7th February 2022

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
General Expenditure					
Clerk	Salary February		1546.29	Online	495
East Sussex Pension Fund	Pension contributions February 22		555.34	Online	496
Lewes District Council	Outdoor Gym & Play Area Inspection Feb 22		36.00	Online	497
Lewes District Council	Charters Gate Way Dog Bin Emptying Feb 22		93.60	Online	498
Transparity Solutions Ltd	January 2021 Office 365 Subscription (including credit for previous overcharges)		5.92	Online	500
Sage UK Ltd	February 22 Sage 50 Accounts subscription		102.00	SO	501
Trident Computers UK Ltd	IT contract March 22		60.60	Online	502
Mulberry & Co	Interim Internal Audit		216.00	Online	503
Ansty & Staplefield PC	Share of street lighting costs – Valebridge Rd area		261.67	Online	504
X 2 Connect Ltd	Supplies for phone box restoration		200.90	Online	505
E Gander	Office supplies including printer ink, notebooks and A4 paper		62.60	Online	506

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
Total General Expenditure			3140.92		
Village Hall Improvement Project					
RLF	QS and CA Services – Dec 21		1800.00	Online	507
Total Village HIP			1800.00		
Total Expenditure	General & Village Hall		4940.92		