



Minutes of the Parish Council Meeting Held on Monday 1st August 2022

7pm, Renshaw Room, Wivelsfield Village Hall

Agenda Item	Description	Resolved
Present:	Parish Councillors I Dawson (ID, Chair), H Martin (HM, Vice-Chair) and I Haffenden (IH). County Councillor Milligan, Liz Gander (Clerk) and three members of the public.	
Open Forum:	<p>The Chair welcomed everyone to the meeting and explained that Councillors were a bit thin on the ground, with two members away and several vacant seats. This evening's meeting had only just been able to take place, as we require a minimum of three councillors to be present and last month's had had to be cancelled due to lack of available councillors. He asked members of the public present to consider joining the Council, or to talk to others about doing so. The key thing would be for new councillors to attend monthly meetings and take part in discussions, in order to bring a bigger range of viewpoints to proceedings.</p> <p>The owners of Bee Tree Vineyard had attended the meeting to answer any questions that the Council might have, to explain something of their operations and to allay some of the Council's previously expressed concerns about application LW/22/0349, which had been discussed at the 6th June meeting.</p> <p>They explained that theirs is a very small vineyard, comprising just the two of them who do everything. The addition of three camping units would be a small way to add to the vineyard and help to make it more sustainable. The units would be bespoke, yurt-type things, made by a local business based in Barcombe. They seek to work with locally based companies and are very proactive within the sustainability movement, being a part of the Wine GB sustainability group, moving towards regenerative practices, using fewer herbicides etc. With their land being sandwiched between woodland and the stables, their scope for growth is naturally limited and, even if they were to open a tasting room, it would probably only be for one day a week. In terms of the Council's previous concerns re the access track becoming more urbanised, they confirmed that their plans would not significantly increase traffic volumes using the track at all, and that they do not own the track anyway. With respect to the Council's concern about the impact on the adjacent woodland, the applicants confirmed that they own half an acre strip at the top of their site, but have already put bat boxes and bird boxes in.</p>	

		<p>The other member of the public present declared his support for the Vineyard and the applicants said that their neighbours had similarly been very supportive of their plans.</p> <p>The Council agreed to discuss this item (4j) at this point in the meeting. Having had its previous concerns allayed, the Council resolved to suspend Standing Order 7a, to allow new comments to be submitted in respect of planning application LW/22/0349 for the Bee Tree Vineyard. In light of the information provided by the applicants, the Council resolved to support the application. (The applicants advised that the Case Officer had agreed to defer their decision until after this meeting, to allow for the submission of any further comments).</p> <p>In relation to other matters, the Community Speed Watch co-ordinator thanked the Council for agreeing to provide funding to buy a new speed monitoring device and asked if there had been any progress on this. The Clerk had emailed the company which Sussex Police had recommended approaching, but had not heard anything back and will follow-up. A similar question was asked about progress with securing sites for a temporary Speed Indicator Device. The Clerk advised that a further site meeting will take place this coming Thursday, to try to identify a suitable eastbound site on Green Road.</p> <p>Finally, a question was asked about whether any further discussions had taken place in respect of West Wood. They had not.</p>	<p>To suspend Standing Order 7a, to allow for new comments to be submitted, supporting application LW/22/0349 for the Bee Tree Vineyard.</p>
1	a	<p>Apologies for Absence</p> <p>To note any apologies for absence from this meeting.</p> <p>Councillors R and S Morris had sent their apologies as they were away. Maria Caulfield MP had also apologised for not being able to attend owing to other commitments.</p> <p>Councillor Pascoe did not attend and had not sent apologies.</p>	<p>Apologies accepted.</p>
2	a b	<p>Declarations of Members' Interests</p> <p>To receive declarations of interest from Councillors on items on the agenda</p> <p>To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests</p>	<p>None Noted.</p>
3	a b	<p>To Approve the Minutes of:</p> <p>The Parish Council Meeting held 6th June 2022</p> <p>The Extra-ordinary Meeting held 27th June 2022</p>	<p>Both sets of minutes approved & signed.</p>
4	a	<p>Planning MattersTo consider the Planning Applications below and any others received between the publication of this agenda and the meeting <u>DM/22/2272 - Land At Hurst Farm, Hurstwood Lane</u> - Outline application with all matters reserved for the erection of up-to 375 new homes, a two-form entry primary school, burial ground, allotments, open space with associated infrastructure, landscaping and parking areas. (Case Officer: Steven King). A short extension to the consultation deadline has been secured, to allow the Council to meet with the applicant and to then discuss the application at its September meeting.</p>	<p>A meeting to be arranged with the applicant to discuss the changes made</p>

b	<p>To consider the Tree Works Application below: <u>TW/22/0057/TPO - 2 Charlwood Gardens</u> - Works at 2 Charlwood Gardens- cut back Ash tree, 2 x Sycamores and 1 Oak tree to fence line and reduce by up to 3 metres to allow light in to garden and house. Works at 4 Charlwood Gardens- cut back Sycamore and Oak tree to fence line and reduce height by up to 3 metres, to allow light into garden and house. Works at 10 Charlwood Gardens- cut back Oak tree, reduce height by up to 3 metres. Coppice Hazel at 2 feet. Fell dead Hawthorn, to allow light in to garden and house. (Case Officer: Nick Jones)</p> <p>After some discussion, it was agreed to submit a neutral response, but to raise concerns about whether the owners of the trees have been consulted about the proposed work and whether it would be damaging for the trees to be lopped to the level of the fence on one side (ie potentially unbalancing them/reducing their stability).</p>	<p>since the original application.</p> <p>The Council resolved to submit a neutral response to this application, but to raise two queries as detailed.</p>
c	<p>To ratify the submission of comments in respect of the planning applications below, submitted since the last meeting: <u>LW/22/0381 – Nettles, Green Road</u> - Demolition of existing attached residential garage, replacement with new attached single storey clinic on garage footprint. (Case Officer: Rita Burns)</p>	<p>To support.</p>
d	<p><u>LW/22/0411 – 12 Blackmores</u> – rear dormer and 3 no. front roof lights. (Case Officer: James Emery)</p>	<p>Neutral response.</p>
e	<p><u>LW/22/0421 - Land Adjacent To Kiln Cottage, Coldharbour Farm, Hundred Acre Lane</u> - Erection of 2 no. detached dwellings with car parking and associated works (re-submission of planning ref: LW/21/0192) The Council ratified the objection to this application, submitted by the Clerk, which highlighted the Council's concerns around: the type of housing, proposed height of the houses, lack of sympathy for the local environment and lack of adequate visitor parking.</p>	<p>To object on grounds detailed.</p>
f	<p>Notice of Planning Permission Received (for information only) <u>LW/22/0270 - 1 Park View South Road</u> - Hip to gable end side extension with installation of rear dormer and 2no front rooflights</p>	
g	<p>Other Planning Matters <u>To ratify submission of further comments to the Planning Inspectorate, re Appeal APP/P1425/W/22/3299370</u> - The Council ratified the submission of further comments prepared on its behalf by a local planning consultant.</p>	<p>Ratified.</p>
h	<p><u>Inquiry process for the above appeal</u> – the South Road Appeal will be held by means of a public enquiry, at Wivelsfield Village Hall, starting on Tuesday 6th September at 10am and running for up to four days. Members of the community are welcome and encouraged to attend. It was agreed that the Chair, I Dawson, will speak on the Council's behalf. The Clerk to advise the Planning Inspectorate's Case Officer.</p>	<p>Chair to speak at the Inquiry on the Council's behalf.</p>
i	<p><u>Enquiry about co-ordinating attendance for the Inquiry Hearing</u> – someone in the village has organised a leaflet drop to encourage attendance at the Inquiry. The Chair will liaise with them and arrange a meeting for those wanting to know more and to ensure that all salient points are covered by those wishing to speak at the Hearing.</p>	
j	<p><u>Letter from the agent for the recent Bee Tree Vineyard application</u> – please see discussion that took place about this application during the Open Forum above.</p>	

5	<ul style="list-style-type: none"> a b c d e f g h 	To Review the Following Policies & Other Documents Information Security Incident Policy Internet & Email Usage Policy IT Security Policy – Councillors IT Security Policy – Staff Pensions Discretion Policy Privacy Notice - Staff Social Media Policy Grants Policy	The Council resolved to re-adopt all policies a-h.
6	<ul style="list-style-type: none"> a b c d e f g h 	Financial Matters <u>General Finance</u> To ratify payment of July's invoices and items of expenditure - all payments made in late June and July were ratified. Please see Appendix A for details. To review and authorise new items for payment – the Council approved one item of £32 paid before the meeting, seven items of general expenditure totalling £2505.78 and one item for the Village Hall Improvement Project, at a value of £900. Please see Appendix B for details. To review the first quarter's financial statements. To review and sign off the bank reconciliations for quarter one. Request for donation from the Kent, Surrey & Sussex Air Ambulance. It was agreed that it was unrealistic to expect an organisation such as this to complete one of the Council's grant forms. The Council therefore resolved to make a donation to the Air Ambulance of £250. CPRE annual subscription request - the Council resolved to pay a £100 subscription to CPRE who regularly provide valuable advice to the Council in relation to planning matters. To consider a donation for the Monday Group, which does a lot of work to maintain stiles and footpaths around Wivelsfield. Clerk to send a grant form for completion. To review and approve the cost of tree works at the green – the tree surgeon had identified some remedial work in need of completion, at a cost of £465 & VAT, to which the Council agreed. A quote had also been given for the replacement of two trees which previously had to be felled at the green. The Council agreed, in principle, to the quote of £165 & VAT for the supply and planting of each tree, but wished to formally agree it later in the year, nearer the planting season (November-January).	July's payments ratified. August's payments approved. Noted. Signed. Donation of £250 agreed. £100 subscription approved. Grant form to be sent. Maintenance work to trees costing £465 & VAT agreed.
7	<ul style="list-style-type: none"> a b c d 	Clerk's Report <u>Actions list</u> – had been updated. Work is due to be undertaken on the surface of the car park in Church Lane later this month. <u>Distribution of defibrillator cabinet codes</u> – the Council felt that there would be little advantage to individuals living near to the defibrillators having the access code. Instead, it felt there would be more value in improving the signage with them to highlight the need to phone 999 to obtain the code. <u>Minor Repairs</u> – some minor repairs had been undertaken at the play area and had identified a couple of items not picked up by the LDC monthly inspections. The Clerk will raise this with LDC. <u>Temporary SID</u> – the residents contacted to seek approval for installing a temporary SID site on the verge outside their houses, had raised concerns	Further signage to be added. Clerk to contact LDC.

	e	about the proposed location. The Clerk will therefore be meeting again with Highways' officers this week, to see if an alternative site can be identified.	Clerk to arrange date in October.
	f	<u>Visioning Exercise</u> – the Council agreed that a visioning exercise would be a good thing to do and suggested early October as the optimum time, so that any projects identified can feed into the budget setting process for 2023-24. <u>Resilience and Support Plan</u> – the Parish Council has been invited to take part in a pilot for preparing a resilience and support (emergency) plan and agreed that is happy to be involved. It was suggested that the Council involves representatives from other key bodies/individuals to ensure that the Plan is underpinned by a wealth of knowledge and that it has a good range of contacts to call upon. An initial meeting to be held next week, via Zoom.	The Council resolved to participate in the emergency plan pilot.
8	a	Reports from Councillors <u>West Wood</u> – there were no further updates and it was proposed not to pursue this any further.	
	b	<u>Feedback from the recent ESALC Chairs' forum</u> – the Chair had found the forum interesting, with topics such as resilience planning, police focus groups and anti-social behaviour being covered. Particularly of note was the huge (£2.4bn) shortfall reported in local government funding. East Sussex Highways said that they need £300m, but only have a budget of £20m, which clearly has huge implications for the state of our roads.	
	c	<u>Damage to kerb on Green Road</u> – the damage identified on Green Road has now been repaired. Councillors however noted damage to the verge on North Common Road (next to the junction with Downsview Drive), where contractors have been building an extension to a house and the verge has been badly churned up, leaving a trip hazard. The Clerk to write to the householder, requesting that it be made good.	Clerk to write to householder.
	d	<u>To consider how to attract new councillors to fill the vacant seats</u> – it was suggested that something be included in the Wivelsfield News, as well as putting posters up in the shop etc.	
	e	<u>Feedback from an inter-council meeting to discuss local planning appeals</u> – councils had agreed that it appears to be a free for all with developers at the moment, with applications being submitted and a few going to appeal. The Vice-Chair had shared some of the Council's documents with the group and it had been agreed to meet again once the South Road appeal is over. LDC has advised that the application for Land East of the B2112 has also gone to appeal. The Clerk to contact a planning consultant for a quote re helping the Council to prepare for this.	Clerk to seek a quote for work to prepare for the upcoming B2112 appeal.
9	a	Correspondence – to review the items below plus any others arriving between the publication of the agenda and the meeting Email regarding various matters around the village – the Chair had received an email querying, amongst other things, the lack of events and spending on things other than the village hall in the Parish. The Chair welcomed the feedback and would encourage anyone with suggestions to get in touch with the Council.	
	b	Thanks from residents of Downscroft.	Noted.
	c	Fly posting on the new telephone box book exchange and request to have an anti-fly posting sign made.	Agreed.
	d	Notification of the Mid Sussex Site Allocations Development Plan Document: Inspector's Report.	Noted.

	e	Notification that Mid Sussex adopted its Site Allocations Development Plan Document on 29 th June 2022.	Noted.
	f	Failure to receive notification of the planning appeal for South Road – a couple of residents had emailed the Clerk regarding a lack of notification from LDC and this had been passed on to the Planning Department. The response back (which claimed that letters had been sent) was however disappointing, since several people appeared not to have received them.	
	g	Invitation to pass comments on sites presented in the LDC Land Availability Assessment to LDC via the Head of Planning. Council to arrange an informal meeting in September to discuss this more fully.	Council to discuss in September.
	h	Government response to the Levelling Up, Housing and Communities Select Committee Report on the Future of the Planning System in England.	Noted.
	i	Transport for the South East – consultation on draft Strategic Investment Plan.	Noted.
	j	Response to East Sussex Highways to a request for bollards at the end of Slugwash Lane. The Clerk read out the email received, which said, 'It would not be in line with our normal policies and procedures to install posts in the footway and would be in contrary to inclusive design guidance. While I appreciate that the parking is temporarily obstructive to the footway, installing bollards would be a fixed/ permanent obstruction, reducing the effective width below the recommended minimum.'	Noted.
	k	Community Safety Grants.	Noted.
	l	Newick Parish Council response to the LDC Issues & Options report.	Noted.
	m	Update from Maria Caulfield MP re planning legislation.	Noted.
	n	NALC consultation on short-term holiday lets.	Noted.
	o	Email and report from the Burwash Common and Weald Residents' Association re the state of the roads in East Sussex. Noted, though perhaps explained by the situation, referred to in 8b above, about the huge shortfall in Highways funding.	Noted.
	p	Latest update from Maria Caulfield.	Noted.
	q	Emails regarding the state of Hundred Acre Lane following surface dressing work over the weekend. County Councillor Milligan has responded to the complainant and referred the matter to East Sussex Highways.	Noted.
10		Items for Noting or Inclusion on Next Agenda None noted, other than that Councillor Haffenden may be away for the next meeting.	
11	a	Dates of Next Meetings Monday 5 th September 2022 – Parish Council Meeting	
12	a	Staffing Matters Exclusion of the Press and Public By virtue of the confidential nature of the business to be transacted, the Council resolved to exclude the press and public for the following items (Public Bodies - Admission to Meetings - Act 1960). The Council resolved to increase the Clerk's working hours to 32 per week, with effect from 1 st September.	

The meeting closed at 8.41pm

Items Paid In Late June for Ratification

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
General Expenditure					
The Cartridge People Ltd	Office printer		633.83	Online	601
L&D Botting	Office cleaning		32.00	Online	602
Total General Expenditure			665.83		

Items Due to Have been Approved at the July Meeting – Ratified on 1st August

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
General Expenditure					
Clerk	Salary July 22		1,663.82	Online	584
East Sussex Pension Fund	Pension contributions July 22		589.77	Online	585
Barcombe Landscapes Ltd	Playing field maintenance War memorial maintenance Verge cutting	1404.00 63.43 480.00	1947.43	Online	586
Lewes District Council	Outdoor Gym & Play Area Inspection July 22		36.00	Online	587
Lewes District Council	Charters Gate Way Dog Bin Emptying July 22		93.60	Online	588
Lewes District Council	Dog bin emptying 1 July – 30 Sept 22		655.20	Online	589
Lewes District Council	Litter bin emptying 1 July – 30 Sept 22		54.29	Online	590
Lewes District Council	Litter bin emptying at pavilion to w/c 30 May 22	42.00 Less credit note of 8.40	33.60	Online	591
Lewes District Council	Additional sum owing from invoice 6241071		4.20	Online	592
Transparity Solutions Ltd	June 2021 Office 365 Subscription		43.20	Online	593
Sage UK Ltd	July 22 Sage 50 Accounts subscription		86.40*	DD	594
Trident Computers UK Ltd	IT contract August 22		60.60	Online	595
BT	Phone & broadband services 31 March – 31 August 22		231.86	DD	596
Cash	Petty cash top up		30.00	Cheque	597
E Gander	Reimbursement for kitchen & other equipment for office	180.00 111.00	422.20		

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		48.00			
		83.20		Online	598
E Gander	Travel expenses		29.79	Online	599
Mulberry & Co	Year end internal audit fee		162.00	Online	600
Suzanne Asher	Preparation of letter re South Road appeal		250.00		603
David Chaffe	Data Protection Officer role		150.00		604
Kelly Engineering Solutions Limited	Repairs to defibrillator cabinet and play area		75.00		605
Lewes District Council	Emptying of bins at pavilion and car park – June 22		33.60		606
Total General Expenditure			6566.16		
Village Hall Improvement Project					
Sunninghill	Invoice in respect of interim Valuation 8		13,030.69		607
Total HIP			13,030.69		
Total Expenditure			19,596.85		

*The increase in the Sage subscription cost from £65 to £72 (net) (£78 to £86.40 gross) was queried with Sage. Apparently, they issued and then removed a price increase in 2020 at the start of covid, and this is now an inflationary increase being applied.

Appendix B

Accounts for Payment Approved at the Meeting of 1st August 2022

Items Paid Before the Meeting – for Ratification

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
General Expenditure					
L&D Botting	Fortnightly cleaning of office		32.00	Online 26.7.22	608
Total			32.00		

New Items Approved at the Meeting

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
General Expenditure					
Clerk	Salary August 22		1617.09	Online	609
East Sussex Pension Fund	Pension contributions August 22		568.89	Online	610
Lewes District Council	Outdoor Gym & Play Area Inspection August 22		36.00	Online	611
Lewes District Council	Charters Gate Way Dog Bin Emptying August 22		93.60	Online	612
Transparity Solutions Ltd	July 2022 Office 365 Subscription		43.20	Online	613
Sage UK Ltd	August 22 Sage 50 Accounts subscription		86.40	DD	614
Trident Computers UK Ltd	IT contract Sept 22		60.60	Online	615
Total General Expenditure			2505.78		
Village Hall Improvement Project					
Crowther Associates Architects LLP	RIBA Stage 6 works		900.00		616
Total HIP			900.00		
Total Expenditure			3405.78		