

WESTMESTON PARISH COUNCIL

Minutes of the Annual Council meeting held on Tuesday 10th May 2021 at 7.30 pm at Westmeston Parish Hall

Present: Councillors Rob Mills (Chairman), Cathy Mills (Vice-Chairman), Mark Clark, Joyce Dudeney, Clare Farrands, Tessa Haughton and Vincent Tickner
Paul Vidler, Clerk
No members of the public were present

1. **Election of Chairman:** Councillor Rob Mills was elected Chairman.
2. **Election of Vice Chairman:** Councillor Cathy Mills was elected Vice Chairman.
3. **Apologies for absence:** None.
4. **Declarations of interest:** None.
5. **Public questions:** None.
6. **Minutes of the previous meeting held on 8th March 2022, 30th March 2022 and 25th April 2022:**

RESOLVED: The minutes of the previous meetings on 8th March 2022, 30th March 2022 and 25th April 2022 were agreed as an accurate record of the meetings and were signed by the Chairman.

7. **Appointment of lead members:**

RESOLVED: To agree the following appointments of lead members:

- (a) **Planning:** Councillors Rob Mills and Mark Clark
- (b) **Highways and Road Safety:** Councillors Rob Mills and Cathy Mills
- (c) **Rights of Way:** Councillors Cathy Mills and Joyce Dudeney
- (d) **Westmeston Common Land, Environment and Tree Warden:** Councillor Tessa Haughton
- (e) **Church Corner Maintenance:** Councillor Cathy Mills
- (f) **Website:** Councillors Mark Clark and Cathy Mills
- (g) **Internal Auditors:** Councillors Mark Clark and Cathy Mills
- (h) **East Sussex ALC:** Councillors Rob Mills and Tessa Haughton
- (i) **Lewes District ALC:** Councillor Vincent Tickner
- (j) **Beacon Traffic Group:** Councillors Rob Mills and Cathy Mills
- (k) **Inter Council Housing Steering Group:** Councillor Vincent Tickner

8. **Standing Orders, Financial Regulations and Members' Code of Conduct:** The Clerk reported the NALC Model Standing Orders had been reissued prior to the meeting.

RESOLVED: To defer consideration of this item to the next meeting.

9. 2022/23 Council meetings:

RESOLVED: To agree the following dates for Council meetings in 2022/23 - 12th July 2022, 13th September 2022, 8th November 2022, 10th January 2023 and 14th March 2023.

10. To agree the 2021/22 financial statement including the schedule of payments, receipts, bank reconciliation and variances:

RESOLVED: To agree the 2021/22 financial statement including the schedule of payments, receipts, bank reconciliation and variances.

11. To agree exemption from a limited assurance review by the external auditor for the financial year 2021/22.

RESOLVED: To agree a limited assurance review by the external auditor for the financial year 2021/22. The Certificate of Exemption was signed by the Responsible Financial Officer and Chairman.

12. Annual Governance and Accountability Review 2021/22:

(a) To receive and note report from internal auditor:

RESOLVED: To receive and note the report from the internal auditor.

(b) To approve and sign AGAR section 1 Annual Governance Statement:

RESOLVED: To approve AGAR section 1 Annual Governance Statement which was signed by the Chairman.

(c) To approve and sign AGAR section 2 Accounting Statements:

RESOLVED: To approve AGAR section 2 Accounting Statements which was signed by the Chairman.

13. Financial matters:

RESOLVED: Payment of the following invoices:

Payee	Reason	Amount
Cathy Mills	Reimbursement for website hosting	£78.00
Cathy Mills	McAfee subscription	£135.99
Cathy Mills	Additional email storage	£24.00
Cathy Mills	Church Corner maintenance March and April 2022	£70.00
Cathy Mills	Replacement notice board	£438.10
Colin Hall	Noticeboard expenses – cement and key chain	£19.26
Westmeston Parish Hall Trust	Hire of hall	£10.00
Paul Vidler	Clerk's expenses January to March 2022	£32.85
Business Services at CAS Ltd	Insurance	£198.96
Mulberry & Co	Internal Audit	£144.00
East Sussex ALC Limited	ESALC and NALC subscription	£84.08

14. Planning:

(a) Development opposite Westmeston Place, east of Lewes Road and Blackdog Farm east of Lewes Road: The Clerk reported that following the last meeting he wrote to the Lewes DC cabinet member for planning, ward councillor and Head of Planning about the length of time taken to investigate the planning matters at these sites. Lewes DC has responded that the shed constructed opposite

Westmeston Place requires planning permission and a planning application is awaited. At Blackdog Farm, the caravan is being used for agricultural storage and is not habitable. Nuisance from a motor bike was a one-off incident and would not be repeated. It is not expedient to take action and the case has been closed.

RESOLVED: It was resolved to keep these matters under review and to report back to the next meeting.

(b) Applications for planning permission:

SDNP/22/01603/HOUS Barncroft, Lewes Road

Hip to gable end roof extension to both sides, installation of dormer to east elevation, alterations to fenestration on south and west elevations, addition of plain clay tile hanging to east and west elevations and timber vertical cladding to north and south elevations.

Members noted the property is in the conservation area but is not readily visible.

RESOLVED: It was agreed to comment as follows: Westmeston Parish Council has no comment on this application.

LW/22/0240 Little Dobells, Dobells Farm Lane, Ditchling Common

Replacement two storey front extension over existing single storey garage with pitched roof and 2no. side facing windows, 4no. rooflights, and removal of existing front porch and door with replacement front porch and door.

Members noted that whilst the extension exceeded 30% of the existing floorspace, matching materials were proposed and the extension was acceptable.

RESOLVED: It was agreed to comment as follows: Westmeston Parish Council draws attention to the substantial increase in floorspace but raises no comment on the application.

LW/22/0250 Gallops Farm, Streat Lane

Conversion of barn to dwellinghouse, demolition of modern barns and replacement with extensions including basement (following approval of LW/21/0812).

Members noted this application proposed amendments to the previous approval, the extensions were large, the additional floorspace was underground and not readily visible.

RESOLVED: It was agreed to comment as follows: Westmeston Parish Council draws attention to the size of the building but raises no comment on the application.

LW/22/0252 Gallops Farm, Streat Lane

Variation or removal of conditions 1, 2, 3, 4 & 5 relating to approval LW/21/0811 - Change to the current design, to include a basement below the approved extension, supporting documents to discharge conditions from previous approval (LW/21/0811) allowing them to be removed from future decision.

Members noted this application proposed amendments to the previous approval, the extensions were large, the additional floorspace was underground and not readily visible.

RESOLVED: It was agreed to comment as follows: Westmeston Parish Council draws attention to the size of the building but raises no comment on the application.

SDNP/22/01115/HOUS Westmeston Farm, The Street

Extend existing garage to create secure machinery store, convert existing roof void to create dressing room and ensuite bathroom and erection of ground floor extension with accommodation in roof void.

Members noted the reduced size of the extensions to the house compared to the previous application and the possible future residential use of the extended garage.

RESOLVED: It was agreed to comment as follows: Westmeston Parish Council has no comment on the application but raises concern that the extended garage could be used for residential accommodation in the future.

(c) Inter Parish Working Group on Housing/Eton College Site/Lewes District Council Local Plan:

Members considered the letter drafted by Plumpton Parish Council on behalf of nearby parishes to Lewes district councillors requesting Lewes DC collaborates with neighbouring planning authorities and campaign against current excessive housing targets.

RESOLVED: Members agreed to the parish council being a signatory to the letter drafted by Plumpton Parish Council.

- 15. Planning:** Members discussed the future consideration of planning applications by the parish council, which provides the link between residents and the local planning authority. Planning applications should be considered by members in a public meeting to give residents the opportunity to present their views. Further training should be provided to members on the consideration of planning applications.

RESOLVED: Members agreed for the Clerk, who is a chartered town planner, to work additional hours which will be paid for, to provide training for members before the next meeting and produce a paper for the next meeting about the future consideration of planning applications by the parish council.

- 16. Wapple Way:** Councillor Cathy Mills updated members on the recent meeting with the landowner, Plumpton College, East Sussex CC Rights of Way Officer and nearby residents about fly tipping at Wapple Way. Land ownership has been confirmed and the landowner has agreed to install two lockable posts at the entrance to Wapple Way to prevent vehicular access. A no parking sign was also to be displayed.

NOTED: Members noted the collaboration between the various parties and thanked Councillor Cathy Mills for pursuing the successful outcome to this long-standing issue.

- 17. South Downs National Park sign, Spatham Lane:** The Chairman reported that the recently installed sign had been destroyed as a result of being hit by a car. There were no serious injuries. The SDNPA has advised that a replacement sign will be installed as soon as possible.

NOTED: Members noted the report and look forward to the installation of a replacement sign.

- 18. Any other information for noting:** None.

- 19. Date of next meeting:** 12th July 2022 at 6.30pm.

Meeting closed at 8.40pm.