



DITCHLING PARISH COUNCIL

Ditchling Village Hall 18 Lewes Road Ditchling East Sussex BN6 8TT
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 Parish Clerk: Sarah Mamoany Deputy Clerk: Derek Blackhall

Minutes of the Parish Council Meeting held in the Lower Hall, Ditchling Village Hall, Lewes Road, on Monday 16 December 2019 at 7.30pm

Present: Cllrs McBeth (Chairman), Ingham, Rowling, Orme, Smith, Farrands, Madden, Sansom, Sarah Mamoany (Clerk) and Derek Blackhall (Deputy Clerk)

Public Participation:

9 members of the public was present.

A representative of the Monday Group spoke in relation to the grant application they had submitted to the Parish Council.

A representative of the Underhill Lane Community Association spoke in relation to the grant application they had submitted to the Parish Council and stated that ESCC were no longer funding grit bins.

Richard Waring introduced himself as the Parish Representative on the South Downs National Park Authority.

The applicant of planning application SDNP/19/05295/FUL spoke in support of his application. He noted he had sent a letter to the Parish Council but had not received any feedback. The applicant noted the application conforms to Para 79 of the NPPF and supported the NP and the site was not designated in the plan and the Car Park which had planning permission would be more visible. The strong landscape could support the development using visual clues from the surroundings and the low level part sunken house would mean the gap was retained. He noted the design had been amended to accommodate design concerns.

1.	Declarations of Interest – No declarations of interest were made.	
2.	Apologies of absence were received from Cllr Burman, Jones and Leaver.	
3.	Minutes of the Parish Council meetings held on the 25 November 2019 were resolved by the Council and signed by the Chairman as a true and accurate record.	
4.	<p>Planning Applications</p> <p>4.1 The minutes of the Planning Committee meeting held on the 25 November 2019 were circulated and noted.</p> <p>4.2 SDNP/19/05294/FUL - Erection of a three-bay stable - Land West of The Drove Ditchling East Sussex – It was noted that this application was invalid due to the further information being required by the Planning Authority from the applicant.</p> <p>4.3 SDNP/19/05295/FUL- Land West of The Drove Ditchling East Sussex - Erection of a dwelling – A draft objection response had been circulated to all Councillors prior to the meeting, which the Council discussed and it was resolved that initially a response would be submitted strongly objecting to the application with a brief outline of the policies and reasons for objection. The objection included that the application was contrary to the Ditchling, Streat and Westmeston NP and policies within, and paragraphs 79, 131 and 172 of the NPPF, in addition to the site being within a designated strategic gap.</p> <p>4.4 To discuss possible additional consultant’s report in relation to comments on planning application SDNP/19/5295/FUL and associated costs. The Council resolved that they would instruct BBM Sustainable Design to update the report carried out on the previous application at this site and if the timescales were appropriate would submit this together with a more detailed objection letter. The Clerk will confirm the deadline date for comments with the SDNP.</p>	Clerk
5.	Parish Magazine – The Deputy Clerk advised that he had approximately 18 articles for the February edition, all copy was required by the 31st December at the latest.	
6.	Car Park Update	

	<p>6.1 Update from working party meeting – following the meeting held on the 9th December a meeting was arranged with Dan Wilcher from the ESCC Implementation Team. The Council were advised to pay the contribution as agreed on the S106 in relation to the TRO so that the work could commence on this which will include a public consultation, the Council resolved this decision and the costs were £5,092.95. Cllr McBeth had found three contractors who the Council can obtain estimates for the surfacing of the car park to give the Council an indication of these costs. The working party had also put together a Design Brief and Management Brief to assist the project moving forwards with the detailed design process. The next meeting will be held in January, date to be confirmed. It was also suggested the Clerk arranged a meeting with Gould & Co as currently they had been instructed to discharge planning conditions, but other project management areas need to be considered as well with regard to the project moving forwards, such as Highways works.</p> <p>6.2 Discharge of planning conditions – the Clerk confirmed the Archeological survey work would commence on the 6th January 2020</p>	Clerk
7.	<p>Recreation Ground & Burial Ground</p> <p>7.1 Update on football pitch maintenance. Cllr Smith reported he had met with Richard Earl on the 10th December who was the original consultant for the drainage project. Samples were taken and it appears that the secondary drainage has failed on the pitch, which could cost in the region of £15K to make good. It seems that it could be possible for a grant to be obtained from Sport England for these works. A report is being prepared and will be considered at the January meeting by the Council. It was noted again that rainfall this year has been exceptional and approximately 3 times the normal quantity in the past 3 months.</p> <p>7.2 To consider dog bin replacement/repair and associated costs. The Clerk reported that LDC should be able to repair the lid on the dog bin in the recreation ground, if a repair was not possible, the Council resolved that a new bin should be purchased which would be in the region of £300.</p> <p>7.3 To review burial ground charges. It was noted the charges had not been reviewed for a couple of years and the Clerk had produced a comparison report on other local burial grounds. It showed that Ditchling fees were quite low in particular in relation to non-parishioner charges. A recommendation report was circulated by the Clerk and these were resolved as below with effect from January 2020.</p> <p>Deed of Grant – Resident £200 Non-Parishioner £1,200 Internment Fees – A stillborn child or a person whose age at the time of death did not exceed 12 months – Resident – no charge Non-Parishioner £220 A person whose age at the time of death exceeded 12 years – Resident - £40 Non-Parishioner- £220 A person whose age at the time of death exceeded 12 months but did not exceed 12 years Resident – Double Plot £400 Single Plot £270 Non-Parishioners £1,750 For a second internment in a double plot Resident £250 Non-Parishioners £1,000 Garden of Remembrance (noted currently no space) Single Internment and Second Internment £150 Non-Parishioners £300 Monuments and Gravestones all increased by £10 (cost depending on size) and second inscriptions increased to £55</p>	<p>Cllr Smith/Clerk</p> <p>Clerk</p> <p>Clerk</p>
8.	<p>Beacon Parishes Traffic Group</p> <p>8.1 Update from meeting with John Wheeler – ESCC Highways to discuss draft application for B2112 Section 106 funds. Cllr Orme reported that a positive meeting was held on the 2nd December and it was noted that Sussex Wildlife were taking over Ditchling Common in April 2020 and have been in contact with ESCC with regards to S106 funding available. It was also noted that the SDNP CIL criteria for CIL had been relaxed. The Council agreed that a meeting should be held with Sussex Wildlife and the SDNP to discuss working together.</p> <p>8.2 Cllr McBeth reported that an SLR meeting had been held with ESCC Highways where HGV movements had been discussed and also a further meeting with Cllr Sarah Osbourne in relation to these issues. It was noted that the HGV signage was quite good, with the exception of when you are coming out of Keymer into the village and Cllr McBeth will contact ESCC Highways in relation to this. Sussex Police were represented at the SLR meeting, but don't have the resources to Police HGV movements, in addition if they are delivering, they have a right to use the required roads to make those deliveries. It was noted Operation Crackdown is available to report bad driving issues online. A representative from Notcutts Garden Centre also attended and</p>	<p>Clerk/Depty Cerk</p> <p>Cllr McBeth</p>

	advised that the warehouse staff encourage all drivers to turn left when exiting and they receive 3 deliveries a week.	
9.	<p>Grant Applications</p> <p>9.1 To consider grant applications received by organisations. The Clerk had circulated the 5 applications received together with a summary report and the Council resolved to award the following grants:</p> <p>Ditchling Pavilion Club - £3,000 towards the refurbishment costs of the pavilion including replacing cladding, pathway leading to steps, works to flower beds and the installation of security cameras and improvements to ladies toilets.</p> <p>Monday Group - £500 towards projects to improve rights of way in Ditchling Parish and the wider area.</p> <p>St Margaret's Church Clock - £216 towards annual maintenance of the church clock</p> <p>Underhill Lane Community Association - £385.20 to provide a grit bin and Highways licence fee to be located on privately owned land adjacent to the highway for use as an amenity for residents, walkers, cyclists and road users in icy weather. It was noted future supplies of grit would be funded by Underhill Lane residents.</p> <p>Ditchling, Streat and Westmeston Sports – £500 towards the restoration and repair of the cup collection for this annual event.</p> <p>The total grants awarded was £4,601.20. It was noted that the grant budget for 2019/20 was £5,000 but for 2020/21 this has been reduced to £3,000.</p>	Clerk
10.	<p>Finance</p> <p>10.1 The bank reconciliation for the 30.11.19 was signed by Cllr Madden and resolved by the Council.</p> <p>10.2 The schedule of payments for December for the sum of £8,371.76 was resolved by the Council</p> <p>10.3 The Council resolved the revenue budget for 2020/21 as circulated by the Clerk and reviewed at the previous meeting, resulting in a precept of £98,905 for 2020/21.</p> <p>10.4 The Council resolved the capital budget for 2020/21 as circulated by the Clerk and reviewed at the previous meeting.</p> <p>10.5 The Council resolved the precept for 2020/21 at £98,905 which was an increase of 15.04% on the tax base used from last year, as figures for 2020/21 have not yet been provided by Lewes District Council. This would mean an increase from £76.19 to £87.65 on a Band D dwelling per annum. This increase is mainly due to the provision of a Public Works Loan for the car park project if funding sources are not available elsewhere. The Clerk will submit the precept figure to LDC before 1st January 2020.</p>	Clerk
11.	<p>Operation London Bridge</p> <p>11.1 The Clerk had circulated a draft policy in relation to the death of a senior national figure or local holder of high office as SSALC had recommended all Councils should have such a policy in place. The Council resolved the policy and the Clerk was requested to purchase a condolence book.</p>	Clerk
12.	<p>Street Lighting</p> <p>12.1 To consider street lighting repair costs and discuss any related issues. The Clerk advised she had received a number of reports in relation to street lights, which had been reported to ESCC Highways and she was awaiting a response in relation to some of these reports.</p>	Clerk
13.	<p>Training and Events</p> <p>13.1 Nothing to report on training and events.</p>	
14.	<p>Correspondence & Consultations</p> <p>Email received from a resident requesting a memorial tree to be planted in the recreation ground. The Council discussed this matter and resolved that they were not in a position to offer spaces for memorial trees for individuals at this time due to finding appropriate areas for planting. It was noted that in the future an area could possibly be created in the burial ground extension.</p> <p>Email requesting a tablet to be placed on a grave in addition to a headstone. The Clerk was asked to check the cemetery to see if similar memorials were already in place prior to the Council making a decision.</p>	

	Cllr McBeth noted that Richard Waring (Parish representative for the SDNP) had visited the village on the 11 December and met with the Clerk and Councillors where current planning matters were discussed together with future projects for the Council including the Car Park.	
15.	Written and verbal reports by representatives. 15.1 Village Hall Committee – none 15.2 Ditchling Village Association – none 15.3 Ditchling Pavilion Club – none 15.4 Lewes District Association of Local Councils – none	
16.	Items for future agenda –Parish Magazine Review/Football Pitch Drainage Maintenance Future meeting dates: 20 January 2020 – Planning Committee Meeting - 6.30pm and Statutory Parish Council meeting – 7.30pm 24 February 2020 - Planning Committee Meeting - 6.30pm and Statutory Parish Council meeting – 7.30pm	

The meeting closed at 9.08pm

Schedule of payments for December

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
27/11/2019	Fasthosts	2114	£17.99	Email
27/11/2019	Fasthosts	2115	£6.59	Email
27/11/2019	One Drive	2116	£1.99	Back up
01/12/2019	Ditchling Village Hall	2117	£24.75	Hall Hire
02/12/2019	Post Office	2118	£15.72	Postage Stamps
17/12/2019	Salaries	2119/20	£1,748.08	December Staff Salaries
17/12/2019	HMRC	2121	£464.18	PAYE December
17/12/2019	East Sussex Pension Fund	2122	£487.97	Staff pension
17/12/2019	South Downs National Park	2123/24	£5,092.95	S106 Agreement Car Park
17/12/2019	Lewes District Council	2125	£91.00	Burial Ground Bin
17/12/2019	Lewes District Council	2126	£280.80	Dog bin emptying
17/12/2019	DFL Landscaping Supplies	2127	£40.74	Woodchips for playground
17/12/2019	Laptop Workshop	2128	£99.00	Hard drive upgrade laptop
		Total Payments	£8,371.76	