



## DITCHLING PARISH COUNCIL

Ditchling Village Hall 18 Lewes Road Ditchling East Sussex BN6 8TT  
 Tel: 01273 844733 Email: parishoffice@ditchling-pc.gov.uk Website: www.ditchlingpc.org.uk  
 Parish Clerk: Sarah Mamoany Deputy Clerk: Derek Blackhall

### Minutes of the Statutory Annual Council Meeting held in the Lower Hall, Ditchling Village Hall, Lewes Road, on Monday 20 May 2019 at 7.30pm

Present: Cllrs McBeth (Chairman), Smith, Madden, Farrands, Leaver, Jones, Ingham, Orme and Burman the Clerk Mrs Sarah Mamoany and the Deputy Clerk, Mr Derek Blackhall

Public Participation:

Four members of the public were present.

A representative from the Ditchling Society noted concerns relating to planning application SDNP/19/02125/FUL in relation to that it had been turned down on appeal last year and since this the NP had been approved with new and overriding policies. In addition, planning application SDNP/19/02133/FUL was of concern as the buildings were within the listed curtilage of the village.

A resident spoke relating to both the above applications noting concerns and also raised concerns about SDNP/19/02114/FUL and questioning if the affording housing that has been approved would now proceed.

A representative from the Pavilion Club spoke in regards to requesting a grant from the Parish Council in order to pay for additional security measures at the pavilion, which would reduce the annual insurance premium. A quote had been obtained for £1,146 for additional locks/handles and bolts and a request was made to cover the full cost of these works. They were also possibly looking in the future to install CCTV.

Declarations of interest were declared as follows: Cllr Orme relating to items 12.2, 12.3 and 12.5. Cllr Burman relating to item 12.7. Both Councillors left the room during the discussion on the relevant items.

1.	Don McBeth was elected as Chairman, proposed by Cllr Smith, seconded by Cllr Ingham and <b>resolved</b> by the Council. Cllr McBeth signed the Declaration of Acceptance of Office as Chairman.	
2.	Robin Orme was elected as Vice Chairman, proposed by Cllr Ingham, seconded by Cllr Jones and <b>resolved</b> by the Council. Cllr Orme signed the Declaration of Acceptance of Office as Vice Chairman.	
3.	All elected members of the uncontested election signed their Declaration of Acceptance of Office, which were witnessed by the Clerk.	
4.	No applications for co-option were received. The Clerk will post an advert on the website, noticeboard and Post Office for the two vacancies following the uncontested election.	Clerk
5.	All Councillors signed the notice of electronic summons to attend meetings consent form, to include acceptance of papers to be sent via email.	
6.	Election of Committee Membership, to include Chairman and Vice Chairman and Representatives on Outside Bodies. The Council <b>resolved</b> the following Committee membership and representatives on outside bodies. 6.1 Grounds and Burial Committee – Chairman Cllr Smith, Cllr Madden, Cllr McBeth and Cllr Orme. 6.2 Finance Committee – Cllr Madden (who will sign of the monthly bank reconciliations), Cllr Orme, Cllr McBeth, Cllr Smith and Cllr Farrands. 6.3 Planning Committee – The Council discussed the formation of a Planning Committee that would meet at 7pm prior to the main Council Meeting. The Clerk was requested to put together Terms of Reference for the next meeting so the Committee could be formed and membership agreed. 6.4 Formation of Working Parties – Car Park Working Party – Chairman Cllr Jones, Cllr McBeth, Cllr Orme, Cllr Ingham and Cllr Smith. Scouts Headquarters Working Party – This was discussed and the Clerk was asked to write to the Scouts and obtain confirmation in writing that they did wish to vacate the premises should it be possible to move them to a different location in the future. A small working party could then be formed to look at options, including obtaining valuations for the current property.	Clerk           Clerk

	<p>6.5 Ditchling Village Hall Management Committee – Cllr Smith</p> <p>6.6 Ditchling Village Association – Cllr Burman</p> <p>6.7 Ditchling Pavilion Club – Cllr Smith</p> <p>6.8 Lewes District Association of Local Councils – Cllr McBeth and Cllr Burman</p> <p>6.9 Surrey &amp; Sussex Local Council Association – Cllr McBeth and Cllr Burman</p> <p>6.10 National Park Authority 2019 – The Council <b>resolved</b> to nominate Cllr McBeth for appointment as a Parish Member to the National Park Authority. Once the ballot paper is received, due to the timescales the Council <b>resolved</b> for the Clerk to complete the ballot paper on behalf of the Council.</p> <p>6.11 Oldland Windmill Trust – Roger Broadbent will continue to represent the parish of Ditchling as a Trustee. Cllr Leaver expressed an interest to join the Trust as well.</p>	Clerk
7.	Meeting dates were discussed for 2019/20 and it was <b>resolved</b> that the Council would not hold any meetings in August, however if Planning applications were received a Planning Meeting might be necessary. In addition, the Council <b>resolved</b> that two monthly meetings were not required and most Parish Councils only meet once a month with the addition of a Planning Committee that will meet at 7pm it should be manageable for the Council to meet once a month in the future. It was noted that extraordinary meetings can be called at any time should they be required. The Clerk will update the schedule of meetings to reflect the changes agreed.	Clerk
8.	Register of Interests – The Clerk circulated Register of Interest forms and the Chairman requested that all members update these and they will be put on the website. The forms need to be returned to the Clerk within 28 days.	Clerk
9.	Review of Code of Conduct – The Clerk circulated the updated Code of Conduct which was reviewed, adopted and <b>resolved</b> by the Council. All members were provided with a copy.	
10.	Review of Standing Orders – The Clerk circulated the updated Standing Orders to reflect changes in GDPR and recording of meetings. The Chairman requested all members read the document and it would be brought back to the next meeting for approval.	Clerk
11.	Parish Magazine Update – The Deputy Clerk reported that the magazine was delivered on the 9 <sup>th</sup> May and the deadline for articles for the August edition would be late June. It was noted that the magazine should be available online and the Clerk will look into this.	Clerk
12.	<p>Planning Applications</p> <p>12.1 SDNP/19/01997/HOUS – 45 Lewes Road Ditchling BN6 8TU - Alterations to existing ground floor summer room and porch, reducing glazing and improving thermal insulation in addition to a small extension, enlargement and re-cladding of an existing west side dormer – <i>no objection</i>.</p> <p>12.2 SDNP/19/02146/FUL - Demolition of existing four bedroom detached dwelling - 61 Lewes Road Ditchling Hassocks East Sussex BN6 8TU – <i>The Council noted that this development was within the settlement boundary, but concerns were raised about the suitability of the design of the dwellings, the vulnerability of mature trees, access and additional traffic in the proximity of the primary school.</i></p> <p>12.3 SDNP/19/02133/FUL - 61 Lewes Road Ditchling Hassocks East Sussex BN6 8TU - Demolition of existing four bedroom detached dwelling and double garage and construction of 5 detached homes on the site of 61 Lewes road and adjoining garden land to the north and east - <i>The Council noted that this development was within the settlement boundary, but concerns were raised about the suitability of the design of the dwellings, the vulnerability of mature trees, access and additional traffic in the proximity of the primary school.</i></p> <p>12.4 SDNP/19/02173/FUL - Wick Place Underhill Lane Westmeston BN6 8XE - Change of use of a storage building to a Pottery Studio and the installation of a new window to the east side elevation – <i>The Council support the application and make no objection.</i></p> <p>12.5 SDNP/19/02110/LIS - 80 East End Lane Ditchling Hassocks East Sussex BN6 8UR - Demolition of existing 4 bedroom detached dwelling and double garage and construction of 5 detached homes on the site of 61 Lewes road and adjoining land to the North and East. Part of the development is within the original curtilage of a grade 11 listed building (80 East End Lane) <i>The Council noted that this development was within the settlement boundary, but concerns were raised about the suitability of the design of the dwellings, the vulnerability of mature trees, access and additional traffic in the proximity of the primary school.</i></p> <p>12.6 SDNP/19/02114/FUL - 68 Lewes Road Ditchling BN6 8TY - Demolition of the existing rear buildings and construction of 1no. 3 bed detached bungalow – <i>The Council noted that the site was supported in the NP but were concerned about the implications of this application on the number of overall units which was stated as 7 no in the NP on the Lewes Road/Nye Lane Development (HSG 6B)</i></p>	

	<p><i>and the building of the affordable homes that currently had permission. The Council felt that not enough information was available on the application to comment further.</i></p> <p>12.7 SDNP/19/02125/FUL - Downlands House Underhill Lane Westmeston BN6 8XE - Change of use from Storage and Distribution building to self contained dwelling house, re-cladding of roof and walls, enlargement of garden areas. <i>The Council objected to the application noting a similar application on this site was refused at appeal in 2017; since this time the NP is now in place with policy DS1 and the SDNP policy SD25 being relevant to the objection. The proposal would also be contrary to policies CP10 and CP11 of the Joint Core Strategy and to the framework of the NPPF. The Council would request that the SDNP call in the application to be consistent with the recent application (SDNP/18/06553/FUL) which was outside the settlement boundary and involved re-use of redundant buildings, where permission was refused for this application by the SDNP Committee on the 9th May.</i></p> <p>12.8 LW/19/0328- Berrymead Spatham Lane Westmeston East Sussex BN6 8XL - Proposed rear and side extensions, front and rear dormer additions and both external / internal alterations throughout <i>-no objection.</i></p> <p>12.9 SDNP/17/03477/FUL - Land rear of 16 North End Ditchling East Sussex - Proposed residential development of 2 x detached dwellings &amp; 1 x semi-detached dwelling with associated demolition &amp; renovation works – in relation to discharge of condition 4 (SDNP/18/03450/DCOND) <i>The Clerk was requested to ask for a copy of the brickwork plans as they did not appear on the planning portal.</i></p> <p>Cllr Jones abstained from voting on all the listed planning applications. Cllr Jones noted he would not take part in discussions on planning in the future; Cllr Orme commented that in the past Cllr Jones experience and knowledge on policies has been beneficial to the Council and it would be helpful to still have that assistance from Cllr Jones.</p> <p>Cllr McBeth thanked Cllr Farrands for attending the SDNP Planning Committee meeting held on the 9<sup>th</sup> May in relation to SNDP/18/06553/FUL where permission was refused by the Committee.</p>	
13.	<p>Recreation Ground &amp; Burial Ground</p> <p>13.1 The Clerk raised some concerns with the Council in relation to the record keeping of the burial ground and procedures that should be in place. The Clerk is in the processing of obtaining quotations from a mapping company in order that the records can be kept in digital format and registers can be scanned so a back up copy is available. If the registers were scanned a fireproof safe would not be required as previously discussed.</p> <p>13.2 The Pavilion Club requested a grant of £1,146 for additional internal security measures at the pavilion, in order to reduce the current insurance premium. It was noted that the Council Grant Policy was that all grants should be considered in December and the Council have received several enquiries from organisations so far this financial year. The Pavilion Club were asked to obtain two further quotations for the Council to consider at the next meeting and it was also noted that in most cases match funding is provided and organisations do not ask for the full amount for projects.</p>	Clerk
14.	Neighbourhood Plan Reports – nothing to report.	
15.	<p>Finance</p> <p>15.1 The bank reconciliations for the year ending 30.04.19 were <b>resolved</b> by the Council and signed by the Chairman on all accounts.</p> <p>15.2 The schedule of payments for May for the sum of £7,035.64 was <b>resolved</b> by the Council.</p> <p>15.3 The Clerk reported that she had noted at least 5 street lights that were on permanently on the B2116 coming into the village from Burgess Hill. ESCC Highways had reported this was due to alterations in UK Power Network cabling which meant the cable supplying these lights was now permanently live, whereas previously they had been connected to a cable specifically for street lighting, this cable is gradually being removed. The cost to add mini-cells to the lamps will be £840 plus VAT. Councillors were requested to check lighting in the area they lived and report back to the Clerk if any further units were on all the time before proceeding with any work.</p>	Cllrs Clerk
16.	<p>Correspondence.</p> <p>Decision Notice for approval for the Car Park received from SDNP noting conditions.</p> <p>Objection letter from resident in relation to SDNP/19/02133/FUL.</p> <p>Letter from Bedford Park in relation to commencement of the build at land to the rear of 16 North End Lane.</p> <p>Requests from two organisations in relation to grant applications, Clerk will send out forms.</p>	

	Request from The Sussex Peasant mobile farm shop to use Car Park – suitable sites were discussed and Cllr McBeth will make contact with them. It was noted that the field owned by the Council will be used for temporary parking on two occasions; the Clerk confirmed with LDC, SNDP and insurance company that this was acceptable temporary use.	
17.	Written and verbal reports by representatives. 17.1 Village Hall Committee – Cllr Ingham noted that the Hall Committee were looking at adding additional cables in the hall to assist with WiFi signal which was currently patchy. 17.2 Ditchling Village Association – none 17.3 Ditchling Pavilion Club – none 17.4 Lewes District Association of Local Councils - none.	
18.	Future meeting dates: 24 <sup>th</sup> June - Statutory Parish Council Meeting	

Cllr Ingham noted that the defibrillator training sessions were filling up with 13 people attending on 30 May and 8 people attending on 22 June. If necessary, Cllr Ingham will try and arrange further sessions.

The meeting closed at 9.45pm

#### Ditchling Parish Council May 2019 schedule of payments

Date	Payee	Amount	Details
20.05.19	Post Office	15.72	Stamps
20.05.19	S Woodley	140.00	Mowing and strimming 25.03.19
20.05.19	S Woodley	70.00	Putting up blinds painting door in parish office
20.05.19	S Woodley	170.00	Mowing and strimming repair to fence/seat 15.04.19
20.05.19	S Woodley	140.00	Mowing and strimming repair to fence 07.05.19
20.05.19	S Woodley	6.35	Wood for seat repair
20.05.19	Easy Copiers	47.58	Photocopier
20.05.19	Ditchling Village Hall	18.00	Hall Hire
20.05.19	Viking Direct	11.99	Keyboard wrist support
20.05.19	Currys	41.98	Replacement kettle and phone for office
20.05.19	Lewes District Council	63.00	Annual playground inspection
20.05.19	Salaries	1,709.29	May salaries
20.05.19	HMRC	440.13	PAYE
20.05.19	East Sussex CC Pension Fund	515.20	Pension May
20.05.19	Peter Western	35.00	Website administration
20.05.19	Post Office	15.72	Stamps
20.05.19	Wilko	7.00	Office supplies: bin bags, duster, polish, note book
20.05.19	Waitrose	9.05	Refreshments for Annual Parish Meeting
20.05.19	SSALC Ltd	84.00	Councillors Briefing 23.05.19 Cllr Madden
20.05.19	Post Office	2.80	Cards
20.05.19	ESCC Highways	1,439.38	Installation of new Beacon Road (Column 3)
20.05.19	ESCC Highways	1,297.45	Replacement of control box Common Lane (Column P1)
20.05.19	KSD Environment	336.00	Skip hire
20.05.19	S Woodley	280.00	Clearance around tennis court/groundsmans shed
20.05.19	S Woodley	140.00	Mowing and strimming 20.05.19
	Total	7,035.64	