



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 Parish Council Meeting held in the Lower Hall, Ditchling Village Hall, Lewes Road, on Monday 22nd July 2019 at 7.30pm

Present: Cllrs McBeth (Chairman), Smith, Madden, Farrands, Jones, Orme, Ingham, Sansom, Rowling, Leaver and Burman the Clerk Mrs Sarah Mamoany

Public Participation:

One member of the public was present.

The Ditchling Village Society reported they will be holding their AGM on the 24th July at 7pm. They noted concerns relating to a Certificate of Lawful Use issued by the SDNP for land west of The Drove, Ditchling for use of a camp site for not more than 28 days.

1.	Declarations of Interest – No declarations of interest were made.	
2.	Apologies of absence were received from Derek Blackhall, Deputy Clerk. .	
3.	Minutes of the Parish Council meetings held on the 24 th June 2019 were resolved by the Council and signed by the Chairman as a true and accurate record.	
4.	<p>Planning Applications</p> <p>Following the Planning Committee meeting, the following comments were resolved and will be sent through to the relevant planning authority.</p> <p>4.1 SDNP/19/02420/FUL – Demolition of existing garage and erection of a new dwelling house with associated drive, turning and parking – 32 Lewes Road Ditchling BN6 8TU - The Parish Council would like to raise concerns with regard to the access of this site onto the Lewes Road in relation to site lines and would like to note that the current hedges should be retained.</p> <p>4.2 SDNP/19/03162/FUL – Change of use of agricultural fields for use of campsite, including the erection of a small building to accommodate toilet, showering and washing facilities and the provision of up-to 15 tent pitches and 6 ancillary tents – Land East of Garden Pride Garden Centre Common Lane Ditchling BN6 8TN - The Parish Council object to this application as it is not in line with South Downs Local Plan policies SD23 (1c) and (1d). Detailed comments shown on Planning Committee minutes of 22nd July 2019.</p> <p>It was agreed the Planning Committee meeting would be moved forward to 6.30pm.</p>	
5.	Parish Magazine – In the Deputy Clerk's absence it was reported the 32 page magazine has gone to print and will be distributed in early August.	
6.	To approve revised schedule of meetings for 2019. The Clerk had circulated the revised list of meetings which were resolved .	
7.	<p>Car Park</p> <p>7.1 To receive update from working party. It was noted that an application has been submitted to LDC for CIL funding for the sum of £123,227, decisions on bids will be made in October.</p> <p>7.2 To consider quotations in relation to car park management and funding. Cllr Orme, Jones and the Clerk met with Gould & Co following three quotations being received in April. They produced a revised quotation based on discussions and the Council resolved to delegate the Clerk to instruct them to proceed with stage one (discharge of planning conditions), for the sum of £3,250 plus VAT, this would also involve additional costs for specialist design/reports in order to discharge the conditions. The Clerk was also delegated by the Council to renegotiate the contract administration stage reporting back to the Chairman. It was noted that any CIL funding received would not cover retrospective works, so the Council would have to use Car Park Earmarked Reserves to carry out stage one.</p>	Clerk
8.	Recreation Ground & Burial Ground	

	<p>8.1 To consider costings to remove stumps/level and seed the burial ground extension area. The Clerk advised the Council that the burial ground extension was becoming difficult to manage and the stumps needed to be removed, ground levelled out, rotovated and reseeded so that it could be more easily maintained. A quotation was received for £2,050 to include hire of equipment and materials. The Council resolved to proceed with this quotation in the early autumn from the Burial Ground Earmarked Reserves. It was also noted the Clerk was still obtaining prices for burial ground mapping and management software.</p> <p>It was noted that moles were becoming an issue in the burial ground as well and the Clerk was looking to engage a contractor to deal with the problem.</p> <p>8.2 To sign Grant of Exclusive Right of Burial Certificates – the Council resolved the one Deed of Grant which was signed as required.</p>	<p>Clerk</p> <p>Clerk</p>
9.	<p>Beacon Parishes Traffic Group</p> <p>9.1 To receive update from working party, including application for S106 funding from ESCC. Cllr Orme reported that the application for S106 funding had been circulated to all members and that the Traffic Group would be looking to ask the Parish Council at some stage for partial funding to show a commitment to the project.</p>	
10.	<p>Neighbourhood Plan Reports – nothing to report.</p>	
11.	<p>Finance</p> <p>11.1 The bank reconciliation for the 30.06.19 was signed by Cllr Madden and resolved by the Council.</p> <p>11.2 The schedule of payments for July for the sum of £10,163.64 was resolved by the Council. It was noted this included the August staff salaries, so they could be signed off as the Council have no meeting in August, payment will be made on the 27th August. In addition, an invoice was received from the grounds contractors for £3,114 which had gone astray in the post, due to the delay it was agreed to be paid prior to the meeting otherwise payment terms would not have been met.</p> <p>11.3 To confirm arrangements for payments in August. Due to the Council not meeting in August, it was resolved that payments would be made where required by the Clerk with authorisation from Cllr Madden and Ingham.</p> <p>11.4 To note internal auditors final year end report. The Clerk had previously circulated the report to all members, but wish to formally note this on the minutes. The Finance Committee discussed the action points at their recent meeting and noted the asset register needs to be updated with issues surrounding some of the current values on the document. The Clerk will work towards achieving this in the next few months.</p> <p>11.5 To note the minutes of the Finance Committee meeting held on the 15th July 2019. The minutes were circulated to all members and noted.</p> <p>11.6 Review of general/earmarked reserves. The Finance Committee had reviewed the Council reserves and the following recommendations were resolved by the Council.</p> <p>Earmarked Reserves:-</p> <p>Car Park Project - £23,760 to remain</p> <p>Election - £2,846 to be moved to general reserves and budget put in place for the next four years in preparation for 2023 elections</p> <p>Streetlighting/Painting - £4,095.31 to remain</p> <p>Burial Ground Extension - £6,087 to remain</p> <p>NP Projects - £9,470 move to a new Earmarked Reserve Playground Project</p> <p>Traffic Calming - £700 move to general reserves</p> <p>Grounds - £4,000 to move to a new Earmarked Reserve Tree Maintenance and the remaining £10,305 to general reserves</p> <p>CIL Funds – total of £16,269 to remain as earmarked as CIL suggested use for the Playground Project</p> <p>Turner-Dumbrell Grant - £2,000 Playground Project (table tennis equipment)</p> <p>With the movement of the above earmarked reserves this creates a general reserve of £68,369 as at 30 July 2019, being approximately 9 months of precept which with the projects the Council are working on is an appropriate reserve. Earmarked reserves in total amount to £65,681.31 as detailed.</p>	<p>Clerk</p>
12.	<p>Working Party Terms of Reference</p>	

	12.1 To review and approve role of working parties within the Council. The Clerk had produced a document in relation to working party procedures so that Councillors were aware of the role of a working party and how these should work. This document was resolved by the Council.	
13.	<p>Correspondence.</p> <p>13.1 Lewes District Council Local Plan Part 2 Consultation – no comments made</p> <p>The Clerk confirmed the land registry deeds for the Car Park site in Keymer Road have been received.</p> <p>Email from resident in relation to a motor bike being set alight in East End Lane and access issues for the fire brigade due to parked cars. The Clerk was asked to write to ESCC Highways in relation to these concerns and if any parking restrictions can be put in place.</p> <p>The Car Park field was used for funeral parking on the 19th July.</p> <p>South Downs Local Plan has been adopted – copy in the Parish Office.</p> <p>Email from resident about the fencing on the Drove around the substation and enquiring who put this up.</p> <p>A Neighbourhood Plan update meeting was held with Cllr McBeth and Cllr Mills (Westmeston PC) with the Clerk on the 2nd July 2019. The notes will be circulated to members.</p> <p>Training: Cllr McBeth attended the Chairmans Networking in July. Clerk to attend Budget and Precept Course on 4th September and Clerk/Deputy Clerk to attend ICCM Cemetery Management Course on the 3rd October which is being hosted by the Parish Council.</p>	Clerk Clerk
14.	<p>Written and verbal reports by representatives.</p> <p>14.1 Village Hall Committee – none</p> <p>14.2 Ditchling Village Association – none</p> <p>14.3 Ditchling Pavilion Club – none</p> <p>14.4 Lewes District Association of Local Councils – none</p>	
15.	<p>Future meeting dates:</p> <p>19 August at 6.30pm – Planning Committee Meeting</p> <p>16 September 2019 – 6pm – Recreation Ground & Burial Ground Committee Meeting – Parish Office</p> <p>23 September 2019 – 6.30pm – Planning Committee Meeting 7.30pm - Statutory Parish Council meeting</p>	

The meeting closed at 8.45pm

Schedule of Payments for July 2019

Date	Payee Name	£ Total	
23/07/2019	Rialtas Business Solutions	532.7	RBS Software (finance system)
23/07/2019	Simon Woodley	140	Strimming mowing 05.06.19 (77)
23/07/2019	Simon Woodley	80	Steam clean graffiti
23/07/2019	Simon Woodley	140	Strimming mowing fence repair
23/07/2019	Simon Woodley	100	Tennis court cleaning
23/07/2019	Simon Woodley	100	Tennis Court Clean
23/07/2019	Barcombe Landscapes	3,114.00	Grounds Contract - March - May 19
23/07/2019	Ditchling Village Hall	61	Hall hire
23/07/2019	SSALC 2218	108	Chairs Networking Day
23/07/2019	Staff Salaries	1,771.23	July Salaries
23/07/2019	HMRC	455.53	July PAYE
23/07/2019	East Sussex Pension Fund	473.82	July Staff pension
23/07/2019	Ditchling Village Hall	199.2	Parish Office Rent
23/07/2019	EasyCopier	42	Photocopier June

23/07/2019	One Drive	1.99	Computer back up
23/07/2019	Staff Salaries	1,709.29	August staff salaries
23/07/2019	East Sussex Pension Fund	473.82	August staff Pension
23/07/2019	HMRC	440.13	August PAYE
23/07/2019	Simon Woodley	59.48	Reimbursement posts/fence
23/07/2019	BT	131.45	Phone bill
23/07/2019	Lewes District Ass Local Councils	30	Membership fees
	TOTAL	10,163.64	