



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 24th June 2019 at 7.30pm

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

Public Participation:

Two members of the public were present.

Two applicants for the Parish Council co-option vacancies gave a brief introductory to the Council.

1.	Declarations of Interest - Cllr McBeth declared an interest in item 9.2 relating to planning.	
2.	Apologies of absence were received from Cllr Ingham and Cllr Leaver	
3.	Minutes of the Parish Council meetings held on the 29 th April 2019 and the 20 th May 2019 were resolved by the Council and signed by the Chairman as a true and accurate record.	
4.	Applications for co-option were received from Edwina Rowling and Robert Sansom. The Council resolved to co-opt Edwina Rowling and Robert Sansom onto the Parish Council. The Chairman welcomed them to the Council and they were invited to join the meeting. The Declaration of Acceptance of Office were signed and witnessed by the Clerk.	
5.	Committees 5.1 Planning Committee membership and Terms of Reference – The Council reviewed the draft Terms of Reference produced by the Clerk and made some minor amendments, which were resolved by the Council. It was noted that if any amendments need to be made to Terms of Reference they need to be approved by the full Parish Council and not the Committee. The Committee membership was resolved as follows: Cllr McBeth (Chairman) Cllr Orme (Vice Chairman) Cllr Smith, Cllr Burman and Cllr Jones. It was noted that the meetings would be held at 7pm before the Parish Council meetings and this would be monitored to see if half an hour was adequate, the first meeting would be the 22 nd July 2019. 5.2 The Council resolved the following in relation to Committees formed at the previous meeting. Finance Committee - Cllr Orme (Chairman), Cllr Madden (Vice Chairman) Recreation & Burial Ground Committee – Cllr Smith (Chairman), Cllr Madden (Vice Chairman) Cllr Rowling left the meeting	
6.	Standing Orders – the amended Standing Orders were reviewed and the Council resolved to adopt them.	
7.	General Power of Competence. The Council resolved from the 24 th June 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence Prescribed Conditions) Order 2012, to adopt the General Power of Competence. The conditions are met as the Council has at least two thirds of Councillors' that were elected in May and the Clerk is qualified (CiLCA).	
8.	Parish Magazine – The Deputy Clerk reported that articles were coming forward and we should have enough for the 40 pages. The newly co-opted Councillors were asked if they could write an introductory article for forthcoming issues.	
9.	Planning Applications 9.1 SDNP/19/02357/HOUS - 17 South Street Ditchling BN6 8UQn - Proposed repositioning of hard standing and erection of single story car port for 2no. cars and storage / shed – <i>The Council resolved to object to this application, noting the conservation officers comments about the structure being overly large for the site.</i> 9.2 LW/19/0339 & LW/19/0340 - Little Crank Common Lane Ditchling East Sussex BN6 8TP Single-storey rear extension with related internal ground floor alterations, reconfiguration of existing rear door with full height window and infill walling, replacement rooflight to the front elevation and repositioning of external oil boiler. <i>The Council resolved to comment that they had concerns over the size and scale of</i>	

	<p><i>the glazed area, which was perhaps not sympathetic to a listed building and noted that the listed building officer should be invited to comment.</i></p> <p>9.3 SDNP/19/02928/TCA - 43 High Street Ditchling BN6 8SY - 2no. Sycamore Tree - Remove. 1no. Holly tree - Reduce canopy. – <i>no objection</i></p> <p>9.4 SDNP/19/02844/TCA - 24 West Street Ditchling BN6 8TS -Magnolia Grandiflora (T1) - fell because of rupture to underground pipe work, root disturbance of paving stones and excessive shading. – <i>no objection.</i></p>	
10.	<p>Car Park</p> <p>10.1 The Car Park Working Party met prior to the Parish Council meeting. They put forward a recommendation to the Parish Council that a CIL bid should be put forward to Lewes District Council; noting the closing date for applications is the 15th July 2019. It was noted that Parish Council expenditure on the project so far is in the region of £40,0000, including the purchase of the land. See item 15.1 in relation to CIL.</p>	
11.	<p>Recreation Ground & Burial Ground</p> <p>11.1 Cllr Smith noted that a scheme and costings had been put together as a starting point for the project, further quotations will also be obtained. Louise Evatt is currently researching grant funding opportunities for the project, which could be in the region of £80-£90K.</p> <p>Cllr Smith reported that a meeting had been held with Plumpton Athletics Junior Football who were interested in making further use of the pitch.</p> <p>The Clerk noted that the Council had been successful with their application to the Turner-Dumbrell Foundation and a cheque had been received for the sum of £2,000 towards the installation of the table tennis equipment.</p>	
12.	<p>Beacon Parishes Traffic Group</p> <p>12.1 Cllr Orme reported that an application for CIL from LDC was being put together in relation to the Spatham Lane 30mph speed limit works and a separate application for S106 for the traffic consultancy works. It was felt it would be better to split the two projects, rather than submit them as one.</p>	
13.	Neighbourhood Plan Reports – nothing to report.	
14.	<p>Finance</p> <p>14.1 The bank reconciliations for 30.04.19 and 31.05.19 were signed by Cllr Madden and resolved by the Council.</p> <p>14.2 The schedule of payments for June for the sum of £3,898.73 was resolved by the Council.</p> <p>14.3 Risk Management Policy – The Clerk reported that following the internal auditors end of year report, which had been circulated to all Councillors that the current Risk Management Policy was not sufficient. A revised policy had been circulated by the Clerk and following some minor amendments, the Risk Management Policy was resolved by the Council. The Clerk also noted that the Asset Register needed to be updated following recommendations to the Council in November 2018.</p> <p>14.4 The Annual Governance Statement for the financial year ending the 31.03.19 was circulated prior to the meeting, with supporting papers. The Council resolved the Annual Governance Statement which was signed by the Clerk and Chairman.</p> <p>14.5 The Statement of Accounts for the financial year ending the 31.03.19 was circulated prior to the meeting, with supporting papers. The Council resolved the Statement of Accounts which was signed by the Chairman.</p> <p>14.6 Street Light Repairs. Further to the previous meeting, no further reports had been received in relation to other lights that were on permanently. The Council resolved to proceed with the works as estimated for £840.18. It was noted that the costs could increase if the units needed individual supply.</p>	
15.	<p>Lewes District Council – Community Infrastructure Levy (CIL)</p> <p>15.1 Further to item 10.1 the Council resolved to prioritise and progress with the car park project as soon as possible and support the application to LDC for CIL funding for the balance of funding required. The working party will meet on the 1st July at 7pm to progress with the application.</p>	
16.	<p>Correspondence.</p> <p>16.1 ESCC Rights of Way Improvement Plan – no comments were noted.</p> <p>16.2 The correspondence list was circulated, the following was noted.</p>	

	<p>A request was received from the organisers of the Ditchling Charity Ball to book the Recreation Ground for the 12th June 2021. It was noted that the Council did not see this being an issue, although it was a long way in advance.</p> <p>A request from Underhill Lane Community Association was received for the Council to provide a grit bin. The Clerk was asked to inform them that they could put in an application for a grant.</p> <p>A request had been made for two burial plots to be refunded as the applicants no longer lived in the area. The cost at the time of purchase was £75 each plot, however they had requested a refund of the current cost, ie £127 per plot. The Council resolved that a refund could be made for the original purchase price, but they would not pay more than the original purchase cost.</p>	
17.	<p>Written and verbal reports by representatives.</p> <p>17.1 Village Hall Committee – it was noted that work will commence w/c 5th August which will mean the main door is out of action and access might be required via the Parish Office.</p> <p>17.2 Ditchling Village Association – none</p> <p>17.3 Ditchling Pavilion Club – none</p> <p>17.4 Lewes District Association of Local Councils – Cllr McBeth reported on a recent meeting.</p>	
18.	<p>Future meeting dates:</p> <p>Monday, 1st July 7pm – Car Park Working Party Meeting – Parish Office</p> <p>Monday 15th July, 7pm – Finance Committee Meeting – Parish Office</p> <p>Monday 22nd July 7pm – Planning Committee Meeting – Ditchling Village Hall</p> <p>Monday 22nd July 7.30pm – Parish Council Meeting – Ditchling Village Hall</p> <p>August – no meeting unless required for planning applications.</p>	

The meeting closed at 9.15pm

Ditchling Parish Council June 2019 schedule of payments

20/05/2019	Fasthost	17.99	Email
21.05.19	Cleaning Supplies 4U	66.67	Graffiti remover 5 lts
24.05.19	One Drive	1.99	Computer back up
24/06/2019	Uckfield Press	40.80	Posters Rec Consultation
24/06/2019	Viking 2189	37.04	Stationery
24/06/2019	Peter Western	30.00	Website work
24/06/2019	EasyCopier	42.00	Photocopier
24/06/2019	Ditchling Village Hall	64.00	Hall hire
24/06/2019	Mulberry & Co	135.00	Internal audit fees year end
24/06/2019	British Telecom	108.47	Phone & Broadband
24/06/2019	JRB Enterprise Ltd	170.40	Dog bags Recreation Ground
24/06/2019	Lewes District Council	91.00	Burial ground bin emptying
24/06/2019	Lewes District Council	280.80	Dog bin emptying
24/06/2019	Sarah Mamoany	20.22	Expenses- mileage, parking
24/06/2019	Viking	59.96	Printer cartridge Deputy Clerk
24/06/2019	Staff Salaries	1709.29	Staff Salaries
24/06/2019	East Sussex Pension Fund	473.82	Staff Pension
24/06/2019	HMRC 2203	440.13	PAYE
24/06/2019	EasyCopier	47.58	Photocopier
24/06/2019	Peter Western	35.00	Website
24/06/2019	Fasthosts	17.99	Email
24/06/2019	Fasthosts	6.59	Email
24/06/2019	One Drive	1.99	Computer back up
	Total Payments	3,898.73	