



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 remotely via the Zoom platform, on Monday 1 June 2020 at 6.30pm.

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

Public Participation:

2 members of the public were present.

A representative of the DVS spoke and requested if item 12 could be moved forward on the agenda as several members had expressed interest in the matter and what the FOI requests related too. The Chairman noted this and agreed to discuss the matter after item 4 on the agenda, the Clerk and Chairman gave a brief explanation of the issues and that they related to boundaries and fencing on a piece of land leased by the Parish Council from UK Power Networks. In addition, the representative noted that traffic had increased with vengeance in the village and wanted to know how the Traffic Group were moving forwards.

Please note that one member of the public joined the meeting at item 9.2 and the Chairman closed the meeting and gave them the opportunity to speak, advising them that item 12 had been moved up the agenda as another member of the public had requested this as noted above. The member of the public declined to speak on the matter and asked for the detail of the discussion, the Chairman advised that this was not possible as the discussion had taken place and offered them the opportunity to speak again before closing the meeting again for public participation.

Cllr Smith was unable to participate in the meeting due to technical issues with sound.

1.	Declarations of Interest – No declarations of interest were made.	
2.	Apologies of absence – No apologies were received.	
3.	To approve the minutes of the Parish Council meetings held on the 24 February and the 28 March 2020. The Clerk noted the agenda should have read the 21 March, but the minutes circulated had the correct date. The minutes were resolved by the Council and it was noted these will be signed by the Chairman when circumstances allow as the meeting was being held remotely.	Chairman
4.	Clerks Report The Clerk had circulated her report prior to the meeting.	
5.	COVID-19 Update 5.1 To discuss any matters relating to COVID-19. The Chairman asked Cllr Rowing for some feedback on how the Beacon COVID-19 Response Group was working and she advised they had helped a lot of people. The Council noted their thanks for the work the volunteers were doing and the Clerk was requested to formally write a letter of thanks. 5.2 To approve Virtual Meeting Policy The Council resolved the Virtual Meeting Policy that had been circulated and is available on the website. 5.3 To extend the agreed delegated powers as resolved on the 21 March 2020 if required until further notice. The Clerk recommended that the delegated powers remain in place until further notice and the Council resolved they would remain in view of the changing situation with COVID-19.	Clerk
6.	Planning 6.1 To approve the minutes of the Planning Committee meeting held on the 24 February. The minutes were resolved by the Council and it was noted these will be signed by the Chairman when circumstances allow as the meeting was being held remotely. 6.2 SDNP/20/01676/FUL – Land at Keymer Road Ditchling East Sussex – To retain the use of the land on a permanent basis, following temporary permission granted under reference SDNP/16.05154/FUL – A draft objection letter had been circulated including noting the relevant policies in the SDNP Local Plan and Ditchling, Streat and Westmeston	Clerk

	Neighbourhood Plan and information in relation to the original application on this site, which the Parish Council had objected. The Council resolved to object to the application. It was noted the application had been called into the SDNPA and the Committee would be meeting in August to discuss the application.	Clerk
7.	Parish Magazine Update The Deputy Clerk advised that he had been in communication with the publisher and due to the COVID-19 situation the magazine had been unable to go to print for the May edition. The publisher is in the process of opening the offices and staff will begin to sell advertising space for which the magazine relies upon to published at no cost to the Parish Council. Therefore it still could be several months before the next issue is viable.	
8.	Parish Council meetings 8.1 To discuss the requirement to hold the Annual Parish Council meeting in 2020. The Clerk advised that legislation has been amended so that this meeting does not need to be held this year. Therefore the current Chairman and Committee's will remain in place until such time as the Annual Parish Council meeting is held, possibly in 2021.	
9.	Car Park Update 9.1 Update on discharge of planning conditions. The Clerk noted that a draft detailed design had been circulated and documentation for conditions 10 and 15 have been completed. The Clerk will arrange a Working Party meeting for the 10 th June at 9am. 9.2 CIL Funding – to discuss submission of expression of interest to LDC and progress on submitted application to SDNP. The Clerk reported that no decisions have been made by the SDNP as yet in relation to expressions of interest, although the project does meet the criteria for CIL funding. It was noted that LDC had rejected the previous application from the Council as they felt the SDNP should contribute to the scheme as well. The Council resolved that the Clerk should complete an Expression of Interest to LDC as the closing date would be at the end of June and the opportunity should not be missed if possible funding was available. Cllr Orme offered to assist the Clerk with the application if required.	Car Park Working Party Clerk
10.	Recreation Ground and Burial Ground 10.1 To review fees due for Football Club for the 2019/20 season The Clerk advised they had received an email from Ditchling Football Club in respect of fees as the pitch was mainly unplayable in the season due to weather and issues with the drainage and only 4 games had been played. The Council resolved to waive the fees as a goodwill gesture to the football club. The Clerk had noted in her report that the Institute of Groundman's Report had been delayed due to the restrictions with COVID-19 but this should be carried out within the next few weeks.	Clerk
11.	Finance 11.1 To receive the bank reconciliation The Council resolved the bank reconciliations as at the 31 March 2020. 11.2 To note the schedule of payments for March/April/May 2020. The schedule of payments was circulated for information and had been resolved via delegated powers previously so that payments could be made as required. 11.3 To note requirement to open additional bank account with The Unity Trust Bank. The Clerk had noted that the amounts in bank accounts held with the Co-Operative had exceeded the £85,000 that is protected by the FSCS due to the first half of the precept being received. The Finance Committee had agreed via delegated powers that due to the unprecedented situation it would be sensible to open another account so this risk was mitigated. The Deputy Clerk has processed the paperwork and the account is now opened with four signatories and the Council resolved the transfer of £30,000 into the new account, which will be done via a cheque. 11.4 To receive the internal auditor's year-end report. The Clerk had circulated the report and no recommendations were noted and the internal auditor had signed off the Annual Internal Audit Report 2019/20 on the Annual Governance and Accountability Return. 11.5 To approve the Annual Governance Statement for the financial year ending 31 March 2020. The Clerk had circulated the document and supporting paperwork and the Council	Deputy Clerk Chairman/Clerk

	<p>resolved the Annual Governance Statement 2019/20. The Clerk and Chairman will sign the paperwork when circumstances permit as the meeting was being held remotely.</p> <p>11.6 To approve the Accounting statements for the financial year ending 31 March 2020. The Clerk had circulated the document and supporting paperwork and the Council resolved the Accounting Statements 2019/20. The Chairman will sign the paperwork when circumstances permit as the meeting was being held remotely.</p>	Chairman
12.	<p>Freedom of Information Requests received in relation to the land leased by the Parish Council from UK Power Networks on the Droveaway, Keymer Road, Ditchling.</p> <p>The Clerk had circulated a background paper on the correspondence received during the past four months; which related to the boundary on the area of land which has been leased by the Parish Council from UK Power Networks since 1976. In 2018 the Parish Council had replaced one side (west) of the boundary fencing and gate and it was brought to their attention that the fence line does not follow the original lines. Following a site meeting with the original fencing contractor, the Parish Council and UK Power Networks, it was agreed that the fence line would be rectified.</p> <p>The correspondence comprised of 18 letters/emails in relation to FOI requests and a FOI official complaint, this list did not include all the correspondence received and the Clerk noted that the matter had taken up a lot of Council officers time during a difficult period for everyone and while access to the office and files was not available.</p> <p>Following discussions on how the Council has responded to these requests and in particular during the period of time where we have all been dealing with the unprecedented circumstances of lockdown etc the Council resolved that a response would be issued with a copy of the lease when circumstances permit however a refusal notice would be given as it regards the requests submitted as vexatious under the Section 14 (1) for the Freedom of Information Act 2005. The Council will offer to attend a site meeting with two Parish Councillors, the Clerk, fencing contractor and UK Power Networks to confirm the remedial fencing works when circumstances permit in relation to safe working practices within government guidelines and as far as the Parish Council are concerned this is the only involvement required in regards to the issues with boundaries on this site.</p> <p>It was also noted that an official complaint had been sent to the Monitoring Office at Lewes District Council in regard to the Council's conduct in this matter.</p>	Clerk
13.	<p>Correspondence and Consultations</p> <p>Email from SDNPA in relation to consultations on Pre-Applications.</p> <p>Draft East Sussex South Downs and Brighton & Hove Waste Minerals Local Plan – Consultation 11 May – 3 August</p> <p>Email from Ian Johnson (ESCC Highways) in relation to signage for HGVs. The Clerk had chased this up following a meeting in 2019 and was advised that work would recommence on looking at this matter and Ian would report back shortly with some suggestions.</p>	
14.	<p>Written and verbal reports by representatives</p> <p>14.1 Village Hall Management Committee – Cllr Ingham noted that the Parish Council office lease is currently being reviewed.</p> <p>14.2 Ditchling Village Association – no comments</p> <p>14.3 Ditchling Pavilion Club – The Chairman noted that the COVID-19 situation is clearly having an impact on this facility with no sports currently being played.</p> <p>14.4 Lewes District Association of Local Councils – no comments</p>	
15.	<p>Future meeting dates and items for future agenda.</p> <p>The Chairman noted he had received a letter of resignation from Cllr Phil Smith and a vote of thanks was given by the Council for his commitment and work over the years he had been a Councillor for Ditchling.</p>	

Waste Sites – this item was requested for the next agenda Cllr Jones reported meetings were being held between ESCC and WSCC about the issues of access to WSCC sites by ESCC residents.	
Remote meetings will be held on the 22 June at 6.30pm and the 27 July at 6.30pm.	

The meeting closed at 7.46pm

List of Payments March 2020

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
25/02/2020	Fasthosts	2308	£17.99	Email
25/02/2020	One Drive	2309	£1.99	Computer back up
25/02/2020	Fasthosts	2310	£6.59	Email
27/02/2020	The Nutmeg Tree	2311	£30.00	Lunch SDNP/LDC Meeting (total £78.15 for 8 people) Deposit
01/03/2020	Don McBeth	2312	£48.15	Lunch SDNP/LDC meeting at The Nutmeg reimburse to Don McBeth
02/03/2020	Peter Western	2324	£35.00	Website
03/03/2020	CBA Panda Security	2315	£28.19	PC virus security software
05/03/2020	Hassocks Hardware	2313	£2.99	Office key back spare
05/03/2020	GTA Civils & Transport	2314	£600.00	Deposit Car Park surveys planning discharge conditions
18/03/2020	Ditchling Village Hall	2316	£24.75	Hall hire
23/03/2020	Lewes District Council	2317	£280.80	Dog bin emptying
23/03/2020	Lewes District Council	2318	£91.00	Burial Ground bin emptying
23/03/2020	Groundworks Archaeology	2323	£2,538.00	Car park archaeology survey planning discharge conditions
30/03/2020	Staff Salaries	2319/2320	£1,748.08	March Salaries
30/03/2020	HMRC	2321	£464.18	PAYE March
30/03/2020	East Sussex Pension Fund	2322	£487.97	Staff pension
30/03/2020	InReach Print	2325	£42.00	Photocopier
30/03/2020	Viking Direct	2326	£40.70	paper/printer cartridges Clerks home printer
30/03/2020	Simon Woodley	2327	£420.00	tree cutting following storms and bonfire 10.03.20
30/03/2020	Simon Woodley	2328	£140.00	works at recreation ground clearing following storms 19.03.20
30/03/2020	Simon Woodley	2329	£70.00	mowing playground 16.03.20
30/03/2020	Bonny's Wood	2330	£1,332.00	tree survey
30/03/2020	Fasthost	2331	£18.29	Email - note price increases
30/03/2020	Fasthost	2332	£6.91	Email - note price increases
30/03/2020	StinkyInk	2333	£53.98	Ink Cartridges Clerks Home Printer
30/03/2020	JRH Roofing	2334	£588.00	Repairs to Scout Hut roof storm damage
30/03/2020	Peter Western	2335	£35.00	Website
30/03/2020	One Drive	2336	£1.99	Computer backup
TOTAL PAYMENTS			£9,154.55	

List of Payments April 2020

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01.04.2020	Ditchling Village Hall	2400	£213.54	Office Rent
01.04.2020	ESALC Ltd	2401	£745.41	ESALC/NALC subscriptions
02.04.2020	ESCC Highways	2402	£381.60	Additional grass cutting as agreed by PC
08.04.2020	Brightpay Thesaurus	2403	£58.80	Payroll Software
15.04.2020	Post Office	2404	£27.71	Stamps

20.04.2020	BT	2405	£261.36	Broadband/phone
27.04.2020	Staff Salaries	2406/2407	£1,757.04	April Salaries
27.04.2020	HMRC	2408	£453.43	HMRC
27.04.2020	ESCC Pension Services	2409	£487.97	Staff pension
29.04.2020	ICO	2410	£35.00	Data Protection Fee renewal
20.04.2020	East Sussex County Council	2411	£4,535.51	Street lighting maintenance contract and supply of electricity
20.04.2020	Surrey Hills Solicitors	2412	£60.00	Fees in relation to transfer of Car Park
TOTAL PAYMENTS			£9,017.37	

List of Payments May 2020

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
19.04.2020	InReach Print	2413	£42.00	Photocopier
30.04.2020	Peter Western	2414	£35.00	Website
20.04.2020	Fasthost	2415	£18.29	Email
26.04.2020	Fasthost	2416	£6.91	Email
01.05.2020	St Peters and St James Hospice	2417	£192.00	Litter picking honorarium paid to charity
01.05.2020	Dame Vera Lynn Childrens Charity	2418	£192.00	Litter picking honorarium paid to charity
01.05.2020	The Monday Group	2419	£191.00	Litter picking honorarium paid to charity
01.05.2020	GTA Civils & Transport	2420	£1,680.00	Car Park Discharge Conditions
01.05.2020	East Sussex Highways	2421	£1,473.60	Streetlights -new lantern Common Lane, Ditchling
04.05.2020	Rialtas	2422	£148.80	Finance software licence and support
05.05.2020	Zoom	2423	£14.39	Upgrade package
06.05.2020	C Brown	2424	£64.00	Weedkiller
11.05.2020	Viking Direct	2425	£43.57	Stationery laminating pouches
13.05.2020	Mulberry & Co	2426	£162.00	Internal Audit
26.05.2020	Staff Salaries	2427/2428	£1,756.84	May Salaries
26.05.2020	ESCC Pension Services	2429	£470.79	Staff pension
26.05.2020	HMRC	2430	£453.63	HMRC
26.04.2020	Came & Company	2431	£1,804.92	Insurance 01.06.2020-31.05.2021
06.04.2020	S Woodley	2432	£140.00	Strimming and mowing
20.04.2020	S Woodley	2433	£140.00	Strimming and mowing
04.05.2020	S Woodley	2434	£140.00	Strimming and mowing
11.05.2020	S Woodley	2435	£26.00	Reimburse for padlocks/cable to lock playground
11.05.2020	S Woodley	2436	£140.00	Tennis Court cleaning/sorting out locks for playground
18.05.2020	S Woodley	2437	£140.00	Stimming and mowing
19..05.2020	S Woodley	2438	£100.00	Mowing burial ground extension with tractor
TOTAL PAYMENTS			£9,575.74	