



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 remotely via the Zoom platform, on Monday 22 June 2020 at 6.30pm.

Present: Cllrs McBeth (Chairman), Ingham, Orme, Madden, Sansom, Farrands, Burman, Rowling and Sarah Mamoany (Clerk)

Public Participation:

No members of the public were present.

Please note Councillors Ingham, Sansom and Burman joined the meeting at item 4/5.

The Chairman expressed his condolences to the family of Dame Vera Lynn who passed away on the 18 June 2020 aged 103. A statement was posted on behalf of the Parish Council on the website, noticeboards and Parish Office.

1.	Declarations of Interest – No declarations of interest were made.	
2.	Apologies of absence – apologies were received from Cllr Jones and Derek Blackhall (Deputy Clerk)	
3.	To approve the minutes of the Parish Council meetings held on the 1 June 2020 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. The Clerk noted that the replacement parts for the roundabout would be in the region of £400 however, a contractor would be looking at it to ascertain exactly what parts were required in the next few days. Hopefully these repairs could be carried out prior to the playground reopening when a date was available.	
5.	COVID-19 Update 5.1 To discuss any matters relating to COVID-19. The Clerk noted the Village Hall was still shut and she continued to work at home. It was noted the playground remains closed due to government guidelines. Cllr Ingham advised she was attending a meeting in relation to opening of village halls and facilities, this could happen on the 4 July 2020 and she would report back on any guidelines that may relate to play facilities. It may be necessary to look at signage/cleaning etc of the playground when it is able to open and a risk assessment should be carried out in line with COVID-19.	Cllr Ingham Clerk
6.	Planning The following applications were noted and comments resolved by the Council. 6.1 SDNP/20/02136/TPO - T1 & T2 Holly - Crown reduce by up to 2m from all compass points. because of excess shading and are going to be interfering with the pines above in time. - 24 Lewes Road Ditchling BN6 8TT – The Council made had no objection and noted they would support the tree officer’s recommendation. 6.2 SDNP/20/00693/HOUS - Loft conversion with front facing roof windows and rear dormer (Revised plans and additional information) - 26 Long Park Corner Ditchling BN6 8UX – The Council had no objection and made no comment. 6.3 SDNP/20/02185/HOUS - Construction of a porch to the front elevation - 1 Hill Cottages 24 East Gardens Ditchling BN6 8ST - The Council had no objection and made no comment.	

	6.4 LW/20/0337 - Unit 11 Mid Sussex Business Park Folders Lane East - Change of Use from a light industrial unit (Class B2) to a leisure facility (Class D2) for The Phoenix Performance - The Council had no objection and made no comment.	
7.	Parish Magazine Update The Clerk advised that the first draft should be available in the next few days and circulation should be around early July.	
8.	Car Park Update 9.1 Update on discharge of planning conditions. Following the meeting held on the 10 June the Clerk had been carrying out further research, including into surfacing materials. Budget costings will now be obtained and a meeting will be held on the 15 July 2020 at 7pm. 9.2 CIL Funding – The Council resolved for the Clerk to submit an expression of interest form to LDC for the sum of £100,000 for the Car Park construction. The form needs to be submitted by the end of June.	Car Park Working Party Clerk
9.	Recreation Ground and Burial Ground 9.1 Recreation & Burial Ground Committee membership. Following the resignation of Philip Smith who was Chairman of the Committee it was noted that he was very involved and did a considerable amount of work in this area. These facilities are a large part of the Parish Councils work; with future projects including drainage issues with the football pitch, playground refurbishment and burial ground extension. The Chairman asked if one or two Councillors would like to take on the role of assisting with this area, including liaising with the Pavilion Club. The Council resolved for Cllr Farrands and Cllr Sansom to take on this role and join the Committee. 9.2 Pitch report from Institute of Groundsmanship – The Clerk noted the report had been completed on the 10 June, but as yet the written report had not been received from Sussex Country Football Association. 9.3 Works in the burial ground extension/recreation ground and associated works. The Clerk advised that there were some additional works that needed to be done following the storms where trees had come down and areas that needed to be tidied up including the compost area behind the groundman's hut, the area of sand at the front of the recreation ground and a large mound of rubbish/earth at the bottom of the burial ground and some general further levelling up. As the digger/dumper would be used on site for work already agreed to hire the equipment for a few days longer would be more economical than hiring it again in the future and the Council agreed that these works should be completed. The Council resolved the costs of £810.00 to carry out the work as per the quotation. 9.4 Tree works and future survey plan required in Recreation Ground and associated costs. The Clerk advised that following the tree report, the majority of the high-risk actions had been completed and she had obtained a quote for felling an ash tree and removal of deadwood from 2 beech trees for the sum of £910, plus VAT. As the work should be done within a certain timeframe the quotation was resolved by the Council. It was noted that further additional works will be required within the next 6 months as noted on the tree survey. The Clerk had also obtained a quote for a three-year programmed survey of the 247 trees in Parish Council ownership and this was discussed. It was requested that a further quote was obtained prior to proceeding, but it was agreed in principle that a programme should be put in place to manage the trees and cover the Councils duty of care.	Clerk Clerk Clerk
10.	Finance 10.1 To receive the bank reconciliation The Clerk reported she had not completed the bank reconciliation and would forward this to all Councillors when completed. 10.2 To approve the schedule of payments for June 2020. The schedule of payments was circulated and the payments amounting to £7,210.20 were resolved .	Clerk
11.	Land at The Droveaway, Keymer Road, Ditchling 11.1 The Chairman reported on the site meeting held on the 11 June, attended by Cllr McBeth, Cllr Orme, the Clerk, Chris Lawrence from UKPN and the resident. The purpose of which was to advise how the line of the fence will be rectified which was erected in 2018 by the Parish Council on the land leased by the Council from UKPN. The correspondence had been circulated to members. The Chairman noted that the Council clearly set out their	

Schedule of Payments June 2020

Date Paid	Payee Name	Amount Paid	Transaction Detail
21.05.2020	Fasthost	£18.29	Email
22.05.2020	Seal	£23.99	Treatment for playground safety surface for moss
27.05.2020	Fasthost	£6.91	Email
29.05.2020	Huskisson Brown Associates	£2,880.00	Landscape Consultancy regarding car park
01.06.2020	Peter Western	£35.00	Website
01.06.2020	InReach Print	£42.00	Photocopier
14.06.2020	Sussex Football Association	£150.00	Pitch Improvement Programme Survey Fee
15.06.2020	Zoom	£14.39	Remote meeting platform
25.05.2020	Simon Woodley	£280.00	Tree work in regards to tree survey
26.05.2020	Simon Woodley	£70.00	Tree work and burning on site
29.05.2020	Simon Woodley	£170.00	Tree work and burning on site/treatment on play matting
01.06.2020	Simon Woodley	£140.00	Strimming and mowing
08.06.2020	Simon Woodley	£100.00	Tennis Court cleaning
15.06.2020	Simon Woodley	£140.00	Strimming and mowing
09.06.2020	Cartridge Discount	£50.97	Clerks home printer cartridges
23.06.2020	Staff Salaries	£1,756.84	June salaries
23.06.2020	HMRC	£453.63	PAYE June
23.06.2020	East Sussex Pension Fund	£479.38	Staff pensions
01.07.2020	Lewes District Council	£91.00	Wheelie bin burial ground emptying
01.07.2020	Lewes District Council	£280.80	Dog Bin emptying
22.06.2020	Wicksteed	£27.00	Pentagon Keys for roundabout to access for repairs
TOTAL PAYMENTS		£7,210.20	

NB Transfer of £30,000 was made out of the current account into the Unity Trust bank account on the 9 June 2020. This has not been shown as a payment as it is an internal cash transfer. The movement of this money was resolved by the Parish Council to ensure all accounts were under the £85K covered by the FSCS