



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 24 February 2020 at 7.30pm

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

Public Participation:

1 member of the public was present.

1.	Declarations of Interest – No declarations of interest were made.	
2.	Apologies of absence were received from Cllrs Burman, Madden, Farrands, Jones and Derek Blackwell.	
3.	Minutes of the Parish Council meetings held on the 20 January were resolved by the Council and signed by the Chairman as a true and accurate record.	
4.	Planning Applications 4.1 The minutes of the Planning Committee meeting held on the 20 January 2020 were circulated and noted.	
5.	Parish Magazine – The February edition was delivered last week and articles are welcome for the May edition.	
6.	Parish Council Meetings 6.1 The dates were approved for 2021 so the hall could be booked as follows. 18 January, 22 February, 29 March, 26 April, 24 May, 28 June, 26 July, no meeting in August, 27 September, 25 October, 29 November and 13 December. Annual Parish Meeting date to be confirmed. 6.2 The Annual Parish Meeting will be held on the 23 March 2020 in the Lower Hall as the Main Hall was unavailable. It was agreed that tea/coffee/biscuits would be served as refreshments.	Clerk
7.	Car Park Update 7.1 Working party meetings. The Car Park Working Party met on the 3 February and additional budget costings had been obtained and expression of interest for CIL funding from the SDNP had been completed and further discussions held on quotes to complete the discharge of conditions following further research from the Clerk. Next meeting – 2 March 2020 7.2 Planning Condition Discharges. The Car Park Working Party recommended to the Council to proceed with quotations from Huskisson Brown Associates for the sum of £2,300 (condition 3) and GTA (conditions 4,10,15) for the sum of £4,080, all plus VAT; this recommendation was resolved . This expenditure will come from earmarked reserves currently available at £13,798. The Clerk advised another invoice was expected for the archeological reports so the Council resolved to use general reserves to complete the work to discharge the planning conditions if needed.	Clerk Clerk
	Recreation Ground & Burial Ground 8.1 Football pitch drainage maintenance. Cllr Smith and the Clerk had been researching grants and in order to apply for grant funding from the Football Association a report is required to be completed by the Institute of Groundsmanship before proceeding further, the cost of which is £150. The report also includes a schedule of maintenance for the future which would be beneficial. The Council resolved to proceed with this report. It was noted that the quotations received so far to do the remedial works would be in the region of £27,000. 8.2 Procedure in relation of refunds of burial plots. The Council resolved that should anyone wish to sell back the Deed of Grant purchased on unused plots then they will be refunded the purchase price they paid to the Council. The Clerk had recently received a request where the plot was no longer wanted and a refund will now be provided and the records amended to show the plot had been sold back and was available.	Clerk Clerk
9.	Beacon Parishes Traffic Group	

	8.1 An update was received from Cllr Orme who advised that the Expression of Interest had been submitted to the SDNP in relation to the costs of the traffic consultant. The next meeting was the 6 March and the group were continuing to liaise with ESCC Highways.	
10.	VE Day 75 10.1 Council involvement in VE Day 75 th Anniversary events – 8-10 May 2020 The Council resolved they would put up the soldiers near the war memorial. Cllr Rowing and Cllr Ingham offered to do this the weekend before.	Cllr Rowing Cllr Ingham
11	Parish Councillor Vacancy 11.1 The Clerk advised that the Notice of Vacancy had been issued and if no by-election had been called by the 2 March 2020 the vacancy can be filled by Co-Option. Adverts would be put on the website and noticeboards.	Clerk
12.	Finance 12.1 The bank reconciliation for the 31.01.2020 was signed by Cllr Madden and resolved by the Council. 12.2 The schedule of payments for February 2020 for the sum of £5,045.21 was resolved by the Council. 12.3 The Fixed Asset register had been updated as recommended by the internal auditor and circulated to all Councillors. It was noted that due to some of the assets being listed at insurance costs instead of purchase price, mainly the Scout Hut the asset register would now stand at £69,207 as opposed to £424,604 as at the 31.03.2019. An explanation of this would be required for the auditors. 12.4 Movement of earmarked reserves. The Clerk had noted that CIL funding received from LDC had not been moved into earmarked reserves at the end of the 2018 financial year. The Council resolved to move the sum of £1,800 from general reserves to CIL LDC earmarked reserves. 12.5 The Clerk provided a list of DD payments for 2020 and this was resolved by the Council. 12.6 The Council had received correspondence from the Village Hall in relation to a rent review on the Parish Council Offices. The Council resolved the proposed increase from the 1 st January 2020 which would amount to an annual increase of £57.36. It was noted the lease is currently being reviewed by the Village Hall.	Clerk Clerk
13.	Street Lighting 13.1 The Clerk reported that a new lantern was required at P2 Neville Cottages, at the cost of £1,228. Due to the street lighting budget for this year being used, the Council resolved for the work to be carried out with funds coming from general reserves.	Clerk
14.	Neighbourhood Plan Reports 14.1 Long Park Corner/Park Barn Farm update. The Clerk reported a meeting had been arranged for 28 February with Tim Slaney (SDNP), Stella New (SDNP), Leighton Rowe (LDC) and Cllrs McBeth, Orme and Rowing.	
15.	Training & Events 15.1 Cllr Sansom attended the SSALC Councillors training in February.	
16.	Correspondence & Consultations A Freedom of Information (FOI) request had been received in relation to the fencing at The Droveaway. The Clerk has been researching this in order to respond and noted the area of land in question has been leased from UK Power Networks by the Parish Council since 1976 and the Council authorised a replacement gate and fence to be erected where they were in disrepair in August 2018. Cycle events were noted – Evans Cycles Brighton Event 22/23 August from Plumpton College and Sussex Nomads Cycling Event 18 October. It was noted that the Council felt they should express their concerns to ESCC Highways over the number of cycle events passing through the village and number of road closures. Details of the events would be passed to DVA. Email requesting the use of the Recreation Ground Car Park for a horse riders Pass Wide and Slow Campaign on the 10 May. The Council resolved that they should support this and the Clerk will check with regard to Archery/Cricket fixtures. The Clerk was asked to ensure it was requested that no horses were allowed on the Recreation Ground.	Clerk Clerk Clerk

	<p>Email from Rights of Way Officer regarding possible removal of cycle barrier near to Dumbrells Court, it was felt that it would be better to retain the barrier if possible.</p> <p>An email was received from Underhill Lane Community Association advising that they had completed the project the Council had provided a grant for and underspent by £38.50, the payment made was reflected by this amount. They will be producing an article for the Parish Magazine.</p> <p>Cllr McBeth had received a response from ESCC/WSCC in relation to the situation at Amenity Tips and the Clerk was looking into the possibility of mobile waste freighter services, which MSDC provide to Parish Councils for a charge.</p> <p>A request was received for the soldier silhouettes to be put up for the summer fair.</p> <p>It was agreed that the Council would attend the DVA Newcomers Party on the 7th March. Cllrs McBeth, Rowling, Sansom and Smith would attend and the Clerk would contact the DVA to book a table.</p>	<p>Clerk</p> <p>Councillors Clerk</p>
17.	<p>Written and verbal reports by representatives.</p> <p>15.1 Village Hall Committee – none</p> <p>15.2 Ditchling Village Association – none</p> <p>15.3 Ditchling Pavilion Club – none</p> <p>15.4 Lewes District Association of Local Councils – none</p>	
18.	<p>Items for future agenda – none noted.</p> <p>Future meeting dates:</p> <p>2 March 2020 – Car Park Working Party Meeting at 5pm Parish Office – cancelled new date to be confirmed</p> <p>23 March 2020 – Annual Parish Meeting – 7pm in Lower Hall</p> <p>30 March - Planning Committee Meeting - 6.30pm and Statutory Parish Council meeting – 7.30pm</p> <p>27 April 2020 – Planning Committee Meeting – 6.30pm and Statutory Parish Council meeting – 7.30pm</p>	

The meeting closed at 9.01pm

Schedule of payments February 2020

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
30/01/2020	Fasthost	2291	17.99	Email
30/01/2020	One Drive	2292	1.99	Computer backup
30/01/2020	Fasthost	2293	6.59	Email
30/01/2020	Peter Western	2294	35.00	Website
30/01/2020	Underhill Lane Com Association	2262 C	-38.50	Credit project under budget
18/02/2020	Mrs A Davidson	2297	127.00	refund of burial plot V20
18/02/2020	Gould & Company	2298	600.00	Gould & Company Car Park
24/02/2020	Viking	2295	61.78	Stationery
24/02/2020	SSALC Ltd	2296	168.00	SSALC
24/02/2020	Staff Salaries	2299/2300	1,747.88	February salaries
24/02/2020	HMRC	2301	464.38	February PAYE
24/02/2020	East Sussex Pension Fund	2302	487.97	Staff pension
24/02/2020	Ditchling Village Hall	2303	24.75	Hall hire
24/02/2020	EasyCopier	2304	42.00	Photocopier
24/02/2020	Ditchling Village Hall	2305	14.34	Catch up payment in relation to rent

24/02/2020	East Sussex Highways	2306	477.48	increase Restore leaning column 1 Lodge Hill Lane
24/02/2020	East Sussex Highways	2307	806.56	Fit cells to day burning lanterns
Total Payments:			£5,045.21	