



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 27 July 2020 at 6.30pm.

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

Public Participation:

Three members of the public were present.

The Treasurer of the Ditchling Village Hall spoke in relation to item 11.1 on the agenda in respect of the renewal of the lease of the Parish Council office and explained the content of the letter sent on the 16th July.

The applicant spoke in relation to item 6.4 on the agenda and explained to Councillors' the reason for his application for a temporary dwelling on the site and how it would support the business of Eastwood Nurseries moving forwards. Councillors suggested that more details of why the applicant had to live on site should be submitted to the planning authority.

A representative from the Ditchling Village Society noted concerns of residents in The Drove in relation to an area of land where they believe someone is residing in a horsebox and items such as a port-aloo has been erected and felt this was not allowed under the Certificate of Lawful use issued at this site. Cllr Jones in his capacity as District Councillor advised he would seek guidance from the enforcement officers at LDC/SDNP. The Clerk advised that this was not a matter for the Parish Council as they had no evidence of these suggested activities and residents should report any concerns directly to LDC enforcement.

The DVS representative also asked if there was any movement on progress with the Traffic Group as speeding traffic was concerning residents. Cllr Orme advised that it would be appropriate now that things are opening up more to enquire about progress with John Wheeler (ESCC Highways) and the SDNP in relation to the CIL application.

1.	Declarations of Interest – Cllr Ingham declared an interest in item 11.1 as she is the Chairman of the Ditchling Village Hall. Cllr Burman declared an interest in item 11.1 as he is a member of the Ditchling Village Hall Committee.	
2.	Apologies of absence – none noted	
3.	To approve the minutes of the Parish Council meetings held on the 22 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.	
4.	Clerks Report The Clerk had circulated her report prior to the meeting to all Councillors.	
5.	COVID-19 Update 5.1 To discuss any matters relating to COVID-19. The Clerk noted that she continues to work from home. The playground re-opened on the 8 July 2020 following a site meeting with Cllrs McBeth, Orme, Farrands and Sansom and a risk assessment being carried out. The appropriate signage was put in place prior to the playground opening.	
6.	Planning The following applications were noted and comments resolved by the Council. 6.1 SDNP/20/02557/FUL- Ridgeview Winery Fragbarrow Lane Ditchling East Sussex - Erection of a fence to part of the northern boundary of the Estate to provide enhanced security – no comment.	Clerk

	<p>6.2 SDNP/20/02834/HOUS - 18 Shirleys Ditchling BN6 8UD - Alterations and ground and first floor additions – no comment.</p> <p>6.3 LW/20/0427 - Pottery House Folders Lane East Ditchling East Sussex BN6 8SJ - Replacement side extension, solar panels to main roof of house – no comment</p> <p>6.4 SDNP/20/02428/FUL - Beardsfield Nursery Common Lane Temporary horticultural worker's dwelling – The Council did not object to the application and wish to support this type of rural business, however they wished to comment that the dwelling should have in place a tie to the horticultural business and that the dwelling would be outside the built up area, it was also suggested to the applicant that he provided more detailed information to the SDNP in relation to why he would be required on site 24 hours in relation to the requirements of the business.</p> <p>6.5 SDNP/20/01468/FUL - Standean Farm Standean Brighton BN1 8ZB - Agricultural building for the storage of hay and straw, for animal feed and bedding. – The Council commented that the application was not detailed in respect to the materials and finishes and would not object however the details/materials of the building should be acceptable to the SDNP Landscape Officer.</p> <p>6.6 SDNP/20/02378/FUL - St Margarets Church Of England Primary School Lewes Road Ditchling BN6 8TU - Repaint and repair the window frames, doors and door frames of the main school building – no comment.</p> <p>6.7 SDNP/20/02556/TCA - 1 Barnfield Gardens Ditchling Hassocks East Sussex BN6 8UE - To pollard and reduce tree size and height of sycamore tree – no comment and would agree with any recommendations made by the Tree Officer.</p> <p>6.8 SNDP/18/06288 - The Bull 2 High Street Ditchling Hassocks East Sussex BN6 8TA - Retention of Seating area to rear of 1 High Street, to include 3 No. Tables with benches, 8 No. Plant Pots and gravel surface to ground (Listed Building Consent FUL/SNDP/18/06287/LIS – to discuss enforcement action by Lewes District Council – The Council had received correspondence from residents in relation to the area of seating being used now that pubs can open although the appeal on this application was dismissed. The Clerk had contacted LDC officers and been advised that in relation to the current COVID-19 situation, they would not be enforcing this and it would be reviewed in September. The officer had spoken to the Landlord about making some compromises for example moving tables further away from the residential property, however Councillors noted this had not been done. In view of the fact that the premises has a very large garden and car park, the Council resolved to write to LDC and copy in the SDNP to raise their concerns about the lack of enforcement as they felt it was also a public health matter for residents living nearby and this issue also pre-dates the COVID-19 current situation.</p> <p>6.9 Any other applications received since publication of agenda. Following the publication of the agenda the following application was received and discussed: SDNP/20/02850/FUL & SDNP/20/02851/LIS - 61 Lewes Road Ditchling Hassocks East Sussex BN6 8TU Proposal: Demolition of existing 4 bedroom dwelling and double garage and construction of 3 new dwellings on the site of 61 Lewes road and adjoining land to the north and east. Part of the development is within the original curtilage of a grade 2 listed building (80 east end lane) – The Council noted that this application was a revised application from SDNP/19/02133/FUL which the Council did not object to and was for 5 new dwellings and within that application 1 affordable dwelling would have been required. The layout in the new application does not appear to have changed; however, with the amended 3 dwellings, an affordable unit would not be required. It was suggested that the Planning Authority should consider that a S106 agreement should be put in place so that should a future application for further plots come forward then an affordable unit would need to be accommodated on the site. It was noted that the site did sit within the settlement boundary, but also noted access onto the Lewes Road and additional traffic in the proximity of the primary school.</p>	
7.	<p>Parish Magazine Update Following delays due to COVID-19 the magazine was delivered in mid-July. The Deputy Clerk noted publication of the next edition will be November and copy will be required by the end of September.</p>	
8.	<p>Car Park Update 8.1 To note revised detailed design layout for car park. The revised design was circulated to all members, with the surfacing being a mix of a gravel grid system for parking bays and asphalt with gravel rolled in on other areas to assist with drainage, wear in higher used areas and meet SNDPA requirements. Planting in the middle to soften hard landscaping, one solar light, height</p>	

	<p>barrier, information board, pedestrian gateway and cycle racks. The Council resolved to approve the revised drawing; it was noted if it was possible to accommodate motorcycle parking on the asphalt area then this should be added to the layout.</p> <p>8.2 Update on discharge of planning conditions and any associated costs. Following the approval of the revised layout, this drawing will be sent to GTA to do the work for the final condition in relation to drainage, checking vehicle tracking, etc. In addition, Highways drawings will be required and the Clerk had obtained quotations for the costs associated with the completion of the discharge of conditions. SDNP fees for discharge of conditions £58, Highways drawings £900, Highways license fee £290. The Council resolved these costs amounting to £1,248 which will come from earmarked reserves.</p>	<p>Clerk</p> <p>Clerk</p>
9.	<p>Recreation Ground and Burial Ground</p> <p>9.1 To receive pitch report from Institute of Groundmanship and next steps. The Clerk noted that she was awaiting a response from SCFA in relation to assistance with grant funding. She had made some enquiries from contractors in regards to the work to the secondary drainage and also maintenance work and the advice was that the work on the secondary drainage should be completed on the pitch prior to any other works. Councillors raised concerns about the financial costs for this being in the region of £25,000 and the Council should be considering the wider issues with encouraging further use of the pitch as currently it is only supporting one team and have no youth or women's football is being played. However, it was also noted that the Council needs to consider the commitments made when the drainage was originally installed and grants received. The Clerk was requested to look at any agreements that were made with Sport England and the Philipson Trust in regards to this. In the meantime, the Council resolved to write to Ditchling Football Club and inform them that the facility would be available however, due to financial implications and time scales it could not foresee any major works to the drainage being completed in time for the commencement of the 2020 season.</p> <p>9.2 To sign Deeds of Grants in relation to Burial Ground – Due to the meeting being held remotely it was resolved to sign these as and when this was possible, as both Councillors, Chairman and the Clerk signatures were required.</p> <p>9.3 Playground re-opening and associated costs. In order to open the playground a site meeting was held and risk assessment prepared, and circulated to all Councillors. Under the current delegated powers, the costs were agreed of appropriate signage which amounted to £537 plus VAT and in addition new seats and chains were required for the toddler swings at £276 plus VAT and labour charges for fitting. Weekly inspections are being made to ensure signage remains in place and to make a general visual check. The playground opened on the 8 July.</p> <p>9.4 Roundabout repairs and associated costs It was noted that the roundabout was stiff to turn and required new bearings/shaft which had been noted on previous playground inspection reports. Two quotations were provided by the Clerk and the quotation for £2,002.78 plus VAT and delivery charges for parts was resolved by the Council.</p>	<p>Clerk</p> <p>Clerk Councillors</p> <p>Clerk</p>
10.	<p>Finance</p> <p>10.1 To receive the bank reconciliation. The reconciliation for 30.06.20 was resolved.</p> <p>10.2 To approve the schedule of payments for July/August 2020. The schedule of payments was circulated and the payments amounting to £16,920.33 were resolved. It was noted that two months staff salaries were included in this list for approval as no meeting would be held in August.</p> <p>10.3 To receive quarterly finance report. The Clerk circulated this for information to Councillors.</p> <p>10.4 To confirm closure of redundant Co-Operative bank accounts – The Council resolved to close the three redundant Co-Operative bank accounts. The Clerk will arrange for the require forms to be completed and the funds to be transferred from these accounts into the Co-Operative current account.</p>	<p>Clerk Councillors</p>
11.	<p>Parish Office Lease</p> <p>11.1 To discuss the correspondence received from Ditchling Village Hall relating to the lease of the Parish Office. The letter was circulated to all Councillors and the Clerk noted in her report that she was not able to offer advice on a commercial rental agreement and should the Council wish to seek solicitor's advice this would be in the region of £250. The Council resolved to accept the position as offered by the Ditchling Village Hall for the Council to continue as tenant for the immediate future with the protected tenancy, this would mean that the Ditchling Village Hall will forgo any rent increases for the foreseeable future. The reason for them not wishing to draw up a new lease would be that the legal costs would be in excess of one year's rental income.</p>	<p>Clerk</p>

12.	<p>Dave Vera Lynn 12.1 To discuss village event/memorial in celebration of Dame Vera Lynn's life and associated costs. Cllr Madden advised that she had attended the Ditchling Village Association meetings as a representative of the Parish Council in relation to ideas on how to celebrate Dame Vera Lynn's life within the village. Suggested ideas included a picnic on the recreation ground with a band on VJ day or in early September; creating a Dame Vera Garden within the village; a bronze statue; renaming the Village Hall. Cllr Madden had asked for some ideas of budget costings should financial assistance be required but so far no information was available.</p> <p>The Council noted that during the current situation with COVID-19 a large gathering of people on the recreation ground, even if they were socially distancing would not be acceptable and that a lot of the people who would like to attend would possibly fit into the vulnerable category as well. It was thought that gatherings of more than 30 were also currently not allowed within the government guidelines. It was resolved that the way forward would be to hold an event at a later date, which would give more time to plan and that hopefully all the current COVID-19 restrictions would be lifted by that time. Cllr Madden was requested to feedback these comments to the organizing committee.</p> <p>Cllr Ingham advised as Chair of the Village Hall that the Trustees had discussed the possibility of renaming the hall which could involve some legal documentation and they were doing further research into this suggestion. This could also require public consultation due to the hall being managed by Trustees.</p> <p>Cllr Jones, spoke on behalf of the family and advised a possible statue was being considered through other formal discussions. He also noted that it would be better not to rush into holding an event and to do something, at the right time and in the right way to involve the village to celebrate Dame Vera's involvement with the village through her life, the family would like to be kept informed of any forthcoming plans.</p>	Cllr Madden
13.	<p>WSSC Waste Sites 13.1 Update on access to WSSC waste sites for residents from Lewes District Council area. Cllr Jones reported that WSSC have not moved from their original position, although talks are still ongoing.</p>	Cllr Jones
14.	<p>Land at The Droveaway, Keymer Road, Ditchling 14.1 Maintenance and future management plans – The Clerk is awaiting a response from UK Power Networks with regard to looking at getting a wildlife study completed on the area of land. Cllr Rowling advised she would like to get involved with this and also felt that Sussex Wildlife should be involved if this was possible as they were familiar with the area.</p> <p>Cllr McBeth noted that the earlier suggestion of creating a Dame Vera Lynn garden in this area might not be viable as the land is leased by the Parish Council and not owned by them.</p>	Cllr Rowling
15.	<p>Correspondence and Consultations The Clerk noted the External Auditor has raised a couple of queries, which she is currently dealing with. The AGAR will need to be amended and the Chairman will need to sign off these amendments, together with the RFO.</p> <p>Advance warning of a cycle ride in September – it was noted that a COVID-19 risk assessment was currently not available and this still had to be completed, so it was felt unlikely that this event would take place.</p> <p>It was noted the Clerk will be on annual leave from the 10-21 August, the Deputy Clerk will be available in her absence.</p> <p>The Clerk reported that she had issues with communications with the Ditchling Cricket Club in relation to outstanding fees, insurance and COVID-19 risk assessments. However, this has mainly been resolved and she is in communication with the President of the Cricket Club regarding these issues.</p>	Clerk/ Chairman

16.	Written and verbal reports by representatives 16.1 Village Hall Management Committee – no comments 16.2 Ditchling Village Association – no comments 16.3 Ditchling Pavilion Club – A remote meeting is being held with Cllr Farrands, Cllr Sansom, the Clerk and representatives of the Pavilion Club on Thursday 30 July. 16.4 Lewes District Association of Local Councils – no comments	
17.	Co-Option of casual vacancies 17.1 To accept applications in respect of Co-Option of casual vacancies The Council currently has two vacancies which have been advertised, including an advert in the Parish Magazine. The Council received one application. The applicant sent their apologies as they were not available to attend the meeting but their application was circulated and the Clerk read it out at the meeting. The Council resolved to co-opt Delia Forester as a member of the Parish Council. The Clerk advised that she will need to sign her Declaration of Office prior to formally becoming a Councillor and this will need to be witnessed by the Clerk. Cllr Sansom asked how the Council could be pro-active at finding another new member and this is something the Council should consider to expand the diversity of the Council moving forwards.	Clerk
18.	Future meeting dates and items for future agenda. No meeting will be held in August. Remote meeting will be held on the 28 September at 6.30pm.	

The meeting closed at 8.35pm

Schedule of Payments July/August

Date	Payee Name	Reference	£ Amount	Description
01/07/2020	Ditchling Village Hall	2471	213.54	Office rent
01/07/2020	Simon Woodley	2472	70.00	Put up soldiers war memorial
01/07/2020	Simon Woodley	2473	300.00	Clearance The Drove way
01/07/2020	Simon Woodley	2474	140.00	Mowing/playground fence repair
01/07/2020	Simon Woodley	2475	100.00	Tennis court cleaning
03/07/2020	Bonnys Wood	2469	1,092.00	Tree felling works
03/07/2020	Simon Woodley	2476	140.00	Tree work
06/07/2020	Simon Woodley	2477	75.00	Metal for sign playground
07/07/2020	PIP Services Southern	2470	12.82	Protective Gloves
07/07/2020	Simon Woodley	2478	88.00	Weld metal sign/paint/install
10/07/2020	Simon Woodley	2479	60.00	Diesel dumper/digger
10/07/2020	Simon Woodley	2480	350.00	Recreation ground works
10/07/2020	Simon Woodley	2481	410.00	Burial ground ext works
10/07/2020	Simon Woodley	2482	60.38	Diesel dumper/digger
13/07/2020	Zoom	2488	14.39	Remote meeting fees
13/07/2020	Bodle Bros Ltd	2489	51.14	Grass seed recreation ground
13/07/2020	Viking Direct	2490	55.75	Viking Direct
13/07/2020	Tourle Engraving Services	2491	500.00	War memorial cleaning
14/07/2020	FNR Plant Hire	2468	833.25	Dumper/digger hire Recreation/Burial
15/07/2020	Sussex Sign Centre	2466	448.80	Covid-19 signage playground
20/07/2020	Online Playgrounds	2492	276.00	New swings/chains playground
21/07/2020	Fasthosts	2493	18.29	Email
21/07/2020	CPRE	2494	36.00	Membership Fees
23/07/2020	BT	2483	131.76	Phone/broadband
26/07/2020	East Sussex Highways	2467	1,473.60	Lantern repair Neville Cottage C2

28/07/2020	Staff salaries	2484/85	1,756.84	July salaries
	East Sussex Pension			
28/07/2020	Fund	2486	479.38	Staff pension
28/07/2020	HMRC	2487	453.63	PAYE July
28/07/2020	Barcombe Landscapes	2495	4,506.00	Grass cutting March-June 2020
28/07/2020	Peter Western	2496	35.00	Website
28/07/2020	Fasthosts	2497	6.91	Email
28/07/2020	InReach Print	2498	42.00	Photocopier
25/08/2020	Staff salaries		1,756.84	August salaries
	East Sussex Pension			
25/08/2020	Fund		479.38	Staff pension
25/08/2020	HMRC		453.63	PAYE August
	Total payments		16,920.33	

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