



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 Extraordinary Parish Council Meeting held in the Lower Hall, Ditchling Village Hall, Lewes Road, on Saturday 21 March 2020 at 10.00am.

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

Public Participation:

1 member of the public was present.

Please note the meeting was held outside in public car park adjacent to the Lower Hall due to the social distancing measures put in place by the Government in regards to the COVID-19 outbreak.

1.	Declarations of Interest – No declarations of interest were made.	
2.	Apologies of absence were received from Cllrs Jones, Smith, Rowling and Derek Blackwell (Deputy Clerk)	
3.	To agree resolutions on the following matters in order for the Council to continue to function in regards to the current COVID-19 outbreak if it is not possible to convene a meeting of the full Parish Council: 3.1 Proposal to give the Clerk/Deputy Clerk the delegated authority to make decisions on behalf of the Council where such decisions cannot reasonably be differed and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The Clerk/Deputy Clerk will further consult with the Chairman/Vice Chairman for guidance as necessary. – The Council resolved the resolution. 3.2 Proposal to give the Clerk/Deputy Clerk the delegated authority to make payments that are required to comply with payment terms, including staff salaries. A copy of the invoice will be sent to all members of the Council and two Councillors will be requested to agree the payment prior to the Clerk/Deputy Clerk making the payment through electronic payments. – The Council resolved the resolution. 3.3 Proposal to give the Clerk/Deputy Clerk the delegated authority to send comments to the relevant Planning Authority in the required timeframes. The Clerk/Deputy Clerk will circulate the details of the planning application via electronic means and will request comments from members of the Planning Committee within 5 working days. A comment will be put together by the Clerk/Deputy Clerk and will be circulated to members of the Planning Committee and if a majority agreement on the comments is received the Clerk/Deputy Clerk will submit these comments on behalf of the Council. – The Council resolved the resolution. 3.4 Proposal to cease the pre-purchase of burial plots at Ditchling Burial Ground for a period of 6 months due to the limited number of plots available. – The Council resolved the resolution. 3.5 Proposal for the Clerk to work from home if required and close the Parish Office to visitors until further notice. – The Council resolved the resolution. 3.6 To discuss and approve any other actions required to meet guidelines set out by the Government or NALC that arise in the meantime. It was noted that it might be appropriate for the Clerk to purchase a mobile if required, as she was currently using her own phone whilst the office was closed.	

	Note: The above delegated proposals do not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place.	
4.	Finance 4.1 To approve schedule of payments for March to date – The Council resolved the schedule of payments circulated prior to the meeting, totaling £6,447.68.	
5.	Future meeting dates and items for future agenda. All Parish Council meetings and Planning Committee meetings have been cancelled until further notice due to the social distancing measures that are currently in place.	

The meeting closed at 10.05am

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)
01/03/2020	Don McBeth	2312	£48.15	Lunch SDNP/LDC meeting Nutmeg reimburse to Cllr 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

Total Payments £6,447.68