



## 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

28 April 2021

Dear Councillor

You are hereby summoned to the Annual Ditchling Parish Council Meeting to be held on Wednesday, 5 May 2021 at 6.30pm by remote attendance via Zoom video conferencing.

### Join Zoom Meeting

<https://us02web.zoom.us/j/81581104366?pwd=Tk0wbFlheTRnNGFMM2ROUIF1aVE3dz09>

Meeting ID: 815 8110 4366

Passcode: 465034

Please refer to the Ditchling Parish Council Virtual Meeting Policy which is available on the Parish Council website.

Public Participation - there will be a period of 15 minutes set aside at the beginning of the meeting for the public to ask questions or make comments on items on the Agenda. Comments on items not appearing on the agenda can be made at the chairman's discretion. Once the meeting is in session there will be no further public participation.

*S Mamoany*

**S Mamoany**

**Clerk to the Council**

1.	Election of Chairman of the Parish Council and signing of Declaration of Office
2.	Apologies for absence
3.	To approve the minutes of the meeting held on the 26 April 2021
4.	Election of Vice Chairman of the Parish Council and signing of Declaration of Office
5.	Election of Committee Membership, to include Chairman and Vice Chairman and Representatives on Outside Bodies 5.1 Recreation Ground and Burial Committee 5.2 Finance Committee 5.3 Planning Committee 5.4 Car Park Working Party 5.5 Ditchling Village Hall Management Committee 5.6 Ditchling Village Association 5.7 Ditchling Pavilion Club 5.8 Lewes District Association of Local Councils 5.9 West Sussex Local Council Association (WSALC) 5.10 South Downs National Park Authority 5.11 Oldland Windmill Trust
6.	Delegated Powers To resolve the following delegated powers in order for the Council to continue to function. (Due to Government legislation that remote meetings cannot be held after the 6 May 2021.) With COVID-19 restrictions still in place until the 21 June 2021 (subject to Government review) it may not be possible to hold face to face meetings of the full Parish Council.

	<p>6.1 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.</p> <p>6.2 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.</p> <p>6.3 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.</p>
7.	To review Ditchling Parish Council Code of Conduct
8.	To review Ditchling Parish Council Standing Orders
9.	<p>Planning - for full details of planning applications listed below please go to <a href="https://www.southdowns.gov.uk/planning-applications/">https://www.southdowns.gov.uk/planning-applications/</a> or <a href="https://www.lewes-eastbourne.gov.uk/planning-and-building-control">https://www.lewes-eastbourne.gov.uk/planning-and-building-control</a></p> <p>9.1 SDNP/21/01667/HOUS - 6 Orchard Lane Ditchling BN6 8TH - Conversion of existing garage into a habitable room and erection of detached garage</p> <p>9.2 SDNP/21/ 02172/FUL - Bulls Barn Common Lane Ditchling BN6 8TN - Demolition of existing dwelling-house and erection of 1no. 6 bedroom dwelling house, and garage annex building with living accommodation above</p> <p>9.3 SDNP/21/01566/HOUS - 51 North End Ditchling BN6 8TE - Proposal: creation of a natural swimming pond</p> <p>9.4 SDNP/21/01255/HOUS - 54 Lewes Road Ditchling BN6 8TU - Changes to fenestration and addition of timber cladding along with erection of single storey rear extension, front porch and detached garage</p> <p>9.5 Any further applications received since publication of agenda</p>
10.	<p>Beacon Parish Traffic Group</p> <p>10.1 Update on funding for traffic consultancy project from S106 funds from LDC/ESCC</p> <p>10.2 To discuss the appointment of traffic consultant to prepare a report in accordance with the Beacon Parishes Traffic Project Brief 2020-2024 dated 25 April 2021 (or later date if further amendments made) and associated costs</p> <p>10.3 To discuss the setting up of a Beacon Parishes Traffic Project Committee to oversee the consultant's work, with Westmeston Parish Council and Streat Parish Meeting invited to join and representatives from the SDNPA, ESCC and LDC invited to attend as observers</p>
11.	<p>Recreation Ground &amp; Burial Ground</p> <p>11.1 Update regarding boundary stream wall responsibility in Recreation Ground</p>
12.	<p>Finance</p> <p>12.1 To approve schedule of payments</p> <p>12.2 To receive internal auditor's year-end report</p> <p>12.3 To approve the Annual Governance Statement for the financial year ending 31st March 2021</p> <p>12.4 To approve the Accounting Statements for the financial year ending 31st March 2021</p> <p>12.5 To confirm the dates of the period for the exercise of public rights – 14 June 2021 to 23 July 2021</p> <p>12.6 To consider insurance quotations for 2021/22</p>
13.	<p>Dame Vera Lyn Memorial</p> <p>13.1 To consider memorial in memory of Dame Vera Lyn and associated costs</p>
14.	Correspondence
15.	<p>Future meeting dates:</p> <p>28 June 2021 at 7.30pm at Ditchling Village Hall (subject to COVID-19 restrictions)</p>