



## 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 Annual Parish Council Meeting held remotely via the Zoom platform, on Wednesday, 5 May 2021 at 6.30pm.

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

Representative of Ditchling Village Society  
1 member of the public

#### Public Participation:

The representative of Ditchling Village Society spoke about how they were dismayed at the doubt of the Council regarding the commissioning of a consultant after all the hard work that had been put in by the Beacon Parish Traffic Group and the issues with traffic in the village caused by further development and drivers disregard for safety. They hoped that the Councilors would decide to move forward and show the community and surrounding Parishes that the Council supported the consultancy work.

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| 1. | <b>Election of Chairman of the Parish Council and signing of Declaration of Office</b><br>The Council <b>resolved</b> to appoint Cllr. Don McBeth as Chairman. Cllr. McBeth signed the acceptance of office and will deliver this to the Clerk due to the meeting being held remotely.   |  |
| 2. | <b>Apologies of absence</b> – Cllr. Burman.  |  |
| 3. | <b>To approve the minutes of the Parish Council meeting held on the 26 April 2021</b><br>The minutes were <b>resolved</b> 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. | <b>Election of Vice Chairman of the Parish Council and signing of Declaration of Office</b><br>The Council <b>resolved</b> to appoint Cllr. Mercedes Madden as Vice Chairman. Cllr. Madden signed the acceptance of office and will deliver this to the Clerk due to the meeting being held remotely.  |  |
| 5. | <b>Election of Committee Membership, to include Chairman and Vice Chairman and Representatives on Outside Bodies.</b><br>The following appointments were <b>resolved</b> by the Council.<br>5.1 Recreation Ground and Burial Ground Committee<br>Cllr. R Sansom (Chairman), Cllr. M Madden (Vice Chairman), Cllr. D McBeth, Cllr. P Farrands and Cllr. R Orme.<br>5.2 Finance Committee<br>Cllr. R Orme (Chairman), Cllr. M Madden (Vice Chairman), Cllr. V Ingham, Cllr. P Farrands and Cllr. D Mcbeth<br>5.3 Planning Committee<br>It was noted that the Council had not been holding a separate Planning Committee since remote meetings commenced last year. However, it was felt that perhaps this should recommence again when face to face meetings returned. |  |

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|    | <p>The Council <b>resolved</b> to defer the membership of this committee until the next meeting. It was noted Cllr. Forester would like to join.</p> <p>5.4 Car Park Working Party<br/>Cllr. T Jones (Chairman), Cllr. V Ingham, Cllr. R Orme and Cllr. D McBeth.</p> <p>5.5 Ditchling Village Hall Management Committee<br/>Representative – Cllr. V Ingham</p> <p>5.6 Ditchling Village Association<br/>It was suggested that Cllr. R Burman might like to continue, but as he was not at the meeting this will need to be confirmed with him.</p> <p>5.7 Ditchling Pavilion Club<br/>Representative – Cllr. R Sansom</p> <p>5.8 Lewes District Association of Local Councils<br/>Representatives – Cllr. D McBeth and Cllr. R Burman</p> <p>5.9 West Sussex Local Council Association (WSALC)<br/>Representative – Cllr. D McBeth and Cllr. R Burman</p> <p>5.10 South Downs National Park Authority<br/>Representative – Cllr. T Jones</p> <p>5.11 Oldland Windmill Trust<br/>Parish Representative – Andrew Mackay</p>   |  |
| 6. | <p><b>Delegated Powers</b><br/><b>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.</b></p> <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.<br/>The Council <b>resolved</b> the delegated power.</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.<br/>The Council <b>resolved</b> the delegated power.</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.<br/>The Council <b>resolved</b> the delegated power and it was noted that as the Planning Committee was not agreed then any applications would be sent to all Councillors for comment.</p> <p>The above delegated powers would be put in place until the next full Parish Council meeting and will be reviewed again.</p> |  |
| 7. | <p><b>To review Ditchling Parish Council Code of Conduct</b><br/>The Council reviewed the current Code of Conduct and this was <b>resolved</b> with no amendments.</p>  |  |
| 8. | <p><b>To review Ditchling Parish Council Standing Orders</b></p>  |  |

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|           | <p>The Council reviewed the current Code of Conduct and this was <b>resolved</b> with no amendments.</p>   |  |
| <p>9.</p> | <p><b>Planning</b><br/> The following comments were <b>resolved</b> by the Council.<br/> 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. No comment.<br/> 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. Ditchling Parish Council make no objection to the application; however they would like to note that the landscape visual assessment is a draft document and not complete, therefore the application should not have been validated and note that due to the amount of glazing/roof lights the application should demonstrate that it complies with Policy SDNP 28 Dark Night Skies.<br/> 9.3 SDNP/21/01566/HOUS - 51 North End Ditchling BN6 8TE - Proposal: creation of a natural swimming pond. No comment.<br/> 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. Ditchling Parish Council make no objection to the application; however, they would note that the garage is located some distance away from the current building line.<br/> 9.5 Any further applications received since publication of the agenda. The following application was received and circulated to Councillors. SDNP/21/01930/HOUS – 8 East Gardens Ditchling BN6 8ST – Conversion of outbuilding into annex. No comment.</p>   |  |
| <p>11</p> | <p><b>Beacon Parish Traffic Group</b><br/> 11.1 Update on funding for traffic consultancy project from S106 funds from LDC/ESCC<br/> The Clerk had contacted Jon Wheeler for confirmation regarding the suggested consultants being approved by ESCC Highways and requesting when the S106 funds would arrive. No response had been received and the funds had not been transferred to the Council. It was noted any decision made would be subject to the funds being received and the consultant being approved by ESCC Highways.<br/> 11.2 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>Following the previous meeting, the Clerk had requested the three consultants provide an updated quotation. Two of the three consultants had sent this back by the requested date and the Deputy Clerk had circulated a paper for the Council to consider including copies of the quotes and the original report detailing the interviews that were carried out by members of the Beacon Parish Traffic Group.</p> <p>Cllr. Orme noted that the employment of a traffic consultant came out of the Neighbourhood Plan as a way forward to mitigate the impact of traffic in the parishes. He noted that the additional £6,000 budgeted in the Motion quotation could be reduced by the fact some of the data is already available and the use of volunteers to carry out some of the surveys. Although no budget costs for additional fees/data had been quoted by Creative Roads. Cllr. Orme proposed that the Council should proceed with the quotation from Motion of £11,487 plus budget costs for surveys/data of £6,000 plus VAT. It was noted that these costs would be covered by the S106 funds due to be received of £18,129 and the £5,000 committed by the Parish Council in the 2020/21 budget.</p> |  |

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|    | <p>Cllr. Rowing supported the proposals and noted that a lot of work had been put into getting to this stage and it would assist with the issues raised in Spatham Lane and that cost was not the only reason for choosing Motion.</p> <p>The Council <b>resolved</b> to appoint Motion to proceed with the traffic consultancy as detailed in the brief produced by the Beacon Parish Traffic Group for the cost of £11,487, plus budget costs for surveys/data of £6,000 plus VAT subject to the consultant being approved by ESCC Highways and the S106 funding being received by the Parish Council.</p> <p>11.3 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> <p>The formation of a Committee/Working Party to liaise with the consultant was discussed with a maximum of 6 members, as it was felt the full Beacon Traffic Group was too large a group for this purpose. The Clerk will draw up terms of reference for approval by the Council. This group would report back to the Council and would include representatives from Westmeston Parish Council and Streat Parish Meeting and also include representatives from ESCC Highways and the SDNPA.</p> | <p>Clerk</p> <p>Clerk</p> |
| 11 | <p><b>Recreation Ground &amp; Burial Ground</b></p> <p>11.1 Update regarding boundary stream wall responsibility in Recreation Ground<br/>The Clerk had been in contact with Southern Water but had no update; a site meeting has been requested to discuss the manhole/sewer pipe and the collapsed wall.</p>   | Clerk                     |
| 12 | <p><b>Finance</b></p> <p>12.1 To approve schedule of payments<br/>The Council <b>resolved</b> the schedule of payments amounting to £7,099.94. It was noted this included the ESALC membership fees. As requested, these had been queried by the Clerk and the response had been circulated to Councillors.</p> <p>12.2 To receive internal auditor's year-end report.<br/>The Clerk had circulated the internal auditors report to all members and this was noted.</p> <p>12.3 To approve the Annual Governance Statement for the financial year ending 31st March 2021<br/>The Council <b>resolved</b> the Annual Governance Statement.</p> <p>12.4 To approve the Accounting Statements for the financial year ending 31st March 2021<br/>The Council <b>resolved</b> the Accounting Statements.</p> <p>12.5 To confirm the dates of the period for the exercise of public rights – 14 June 2021 to 23 July 2021<br/>The Council were informed of the dates and these were <b>resolved</b>.</p> <p>12.6 To consider insurance quotations for 2021/22<br/>The Clerk had circulated a report on the insurance renewal quotations. The Council considered the options and <b>resolved</b> to proceed with the policy with Ecclesiastical for the sum of £1,986.90 plus the administration fee for the brokers of £50.00.</p>   | Clerk                     |
| 13 | <p><b>Dame Vera Lyn Memorial</b></p> <p>13.1 To consider memorial in memory of Dame Vera Lyn and associated costs. Following previous discussions on this the Clerk had put forward the suggestion of an engraved bench to be placed on the war memorial green. Cllr. Jones was asked about his views on this and he felt that it perhaps was not special enough and suggested that the renaming of the village hall would be more appropriate and would resonate better with the village. The decision was deferred and Councillors were asked to consider some other options.</p>  | Councillors               |

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| 14 | <p><b>Correspondence</b></p> <p>The Clerk had received a request for a food truck to have a pitch in the Recreation Ground car park. This was discussed and the Council agreed to give the operator a 3-month free trial to be reviewed on the condition that insurance, risk assessments and hygiene certificates were all in place. The Clerk would also speak to the Pavilion Club to check if this might cause them any concerns.</p> <p>The Clerk had received a complaint about a flag being put on a grave in the burial ground and that it had caused offence to a relative visiting a nearby grave. The Clerk noted that the Council do not have a policy as to what is acceptable to be put on burial plots and more and more different items are being placed. The Council noted that a policy needs to be put in place so that this does not continue; as currently we have no policy to quote should items be found that are not suitable and items such as plastic wrapping can also be of environmental concern. The Clerk will look to put a policy together for Council approval.</p> <p>The Chairman noted that an application had been received for the current vacancy of Councillor and the applicant had attended the meeting to observe. Co-option will be added to the next agenda.</p> | Clerk<br><br>Clerk<br><br>Clerk |
| 15 | <p><b>Future meeting dates and items for future agenda.</b></p> <p>The Clerk will research the further options of meetings noting that risk assessments will need to be carried out for face-to-face meetings while COVID restrictions are still in place. It was suggested that perhaps hybrid meetings could be held.</p> <p>The next scheduled Council meeting is due to be held on the 28 June 2021 when restrictions should have ended if the Government roadmap follows the timeline of the 21 June 2021.</p>   | Clerk                           |

The meeting closed at 20.14 hrs.

Schedule of payments for May 2021

**Schedule of Payments May 2021**

| Date       | Payee Name                 | £                |   |
|------------|----------------------------|------------------|---|
| 01/05/2021 | InReach Print              | £42.00           | Photocopier                                     |
| 04/05/2021 | Rialtas Business Solutions | £148.80          | Finance Software Annual Support and Maintenance |
| 01/05/2021 | Simon Woodley              | £924.00          | Tree work/strimming mowing/fencing off stream   |
| 01/05/2021 | ESCC Highways              | £2,167.37        | Long Park Corner P2 rewire pillar/new lantern   |
| 01/05/2021 | Mulberry & Co              | £198.00          | End of year internal audit                      |
| 01/05/2021 | Lewes District Council     | £42.00           | Bin emptying charges Lodge Hill Lane            |
| 01/05/2021 | ESALC Ltd                  | £772.26          | ESALC/NALC subscription 2021/22                 |
| 01/05/2021 | ICO                        | £35.00           | Data controller fee - GDPR                      |
| 25/05/2021 | Staff May Salaries         | £1,798.21        | May Salaries                                    |
| 25/05/2021 | HMRC                       | £474.36          | PAYE May  |
| 25/05/2021 | East Sussex Pension Fund   | £483.55          | Staff pensions April                            |
| 25/05/2021 | Zoom                       | £14.39           | Remote meeting                                  |
|            | <b>Total payments</b>      | <b>£7,099.94</b> |   |