



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 Ditchling Parish Council Meeting held at Ditchling Village Hall, Ditchling on Monday 26 July 2021 at 7.00pm

Present: Cllrs McBeth (Chairman), Ingham, Sansom, Farrands, Rowling, Jones, Madden, Barna and Forrester.

Sarah Mamoany (Clerk)

2 members of the public

Public Participation:

A representative of the Ditchling Society informed the Council about the spring bulb planting project they were organising and requested assistance from the Parish Council regarding any licences required from ESCC Highways. The issue of bollards in the village was also raised and that the Ditchling Society were keen to progress this project in the autumn in relation to looking at replacement/matching bollards throughout the village.

A representative from the Ditchling Tennis Club spoke about future plans for the club and that membership was now full with 120 members. Junior coaching is being arranged in the summer with support from the LTA. They are looking at expansion and would like to discuss this further with the Parish Council in the future. The suggestion of a paddle tennis court was being discussed to further expand the facilities.

The representative from the Ditchling Society spoke on behalf of a resident who had contacted the Parish Council regarding issues with broadband supply in the village and the fact that it is at full capacity and this is concerning for residents in the village. The Chairman responded that the resident was provided with contact details for ESCC as the Parish Council has no powers regarding the installation of further infrastructure.

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| 1. | Declarations of Interest – Cllr. Sansom declared an interest in item 7.2 and 7.3. | |
| 2. | Apologies of absence – Apologies were received from MP Maria Caulfield and Derek Blackhall. The Chairman noted the resignation of Cllr. Robin Orme and advised the Notice of Vacancy had been issued. | |
| 3. | To approve the minutes of the Parish Council meeting held on the 28 June 2021 The minutes were resolved by the Council and signed by the Chairman. | |
| 4. | Clerks Report The Clerk had circulated her report prior to the meeting to all Councillors. | |
| 5. | COVID-19 Update 5.1 To review playground signage The Clerk informed the Council that most of the COVID-19 signage has been removed from the playground by someone which is disappointing as these signs would have been removed at the appropriate time however, all restrictions were only removed on the 19 July. It was resolved that a new sign would be produced to | Clerk |

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| | relate to the current position regarding COVID-19 risks and the Clerk was delegated a budget of up to £200 to arrange for the sign to be made and fixed in place on the current steel frame. No further signage would be required, although this will need to be monitored if government guidance changes. | |
| 6. | <p>Council Meetings</p> <p>6.1 To review start time of Parish Council meetings. Following the return to face-to-face meetings the start time of Parish Council meetings was reviewed and it was resolved that they would commence at 7pm.</p> | |
| 7. | <p>Planning</p> <p>The following comments were resolved by the Council.</p> <p>7.1 1 SDNP/21/03482/FUL- Ditchling Rugby Club Keymer Road Ditchling - Installation of French drain to intercept excess surface water run-off before it reaches the playing surface. – no comment.</p> <p>7.2 SDNP/21/02893/HOUS - Ditchling Nurseries Beacon Road Ditchling Hassocks BN6 8XB - Single storey rear extension – no comment.</p> <p>7.3 Any other applications received since publication of agenda SDNP/21/03810/FUL – Underfield, Beacon Road, Ditchling BN6 8UZ Demolition of existing dwelling and construction of replacement 4 bedroom dwelling – no comment.</p> <p>7.4 To confirm arrangements for making comments on planning applications during August. The Council resolved to circulate any planning applications received during August via email and agree comments by the majority, which the Clerk was delegated to submit to the planning authority as no meeting will be held in August.</p> | |
| 8. | <p>Parish Magazine Update</p> <p>The Chairman reported in the Deputy Clerk's absence and confirmed that he had approved the August edition to go to print. It was noted that a survey was included in this edition to get an understanding of the demand for the magazine and this could be submitted via post or online format. Cllr. Rowling and Cllr. Ingham offered to look at the feedback as part of the review of the magazine moving forwards.</p> | |
| 9. | <p>Car Park Update</p> <p>9.1 To receive update report on car park project The Clerk confirmed the amendments had been made to the drawings and these had been submitted to the SDNPA who had come back with a couple of queries which appeared to be minor. However, the Case Officer was now on leave for 2 weeks, so a final decision would not be until after the 9 August.</p> <p>9.2 To confirm tender process and draft specification document. The Clerk advised that she had passed on the contractor details to Gould Baxter who had provided budget costings and they will make enquiries to check if they are suitable for the contract.</p> <p>The Council resolved to accept the draft tender document, subject to minor amendments agreed at the Parish Council meeting held on the 28 June and subject to any amendments required relating to the discharge of the planning conditions.</p> <p>The Council resolved that the tender process for the car park project will be managed by Gould Baxter who have been appointed by the Council. Due to Gould Baxter handling this process the Council will suspend standing orders 18 (d) with the exception of point (i) and (vi) and financial regulations 11 (e) and (f) in relation to the tender process.</p> | |

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| | <p>The Clerk noted that it will take approximately two weeks for Gould Baxter to update and prepare the tender package. A suggested period of 6 weeks for the tender period was noted given the Council decision process/timing and would also hopefully avoid any requests for an extension by contractors. Once the tenders were received Gould Baxter will analyse/report back to the Council, within 2 weeks of receipt. Therefore, the process will take in the region of 8 weeks to complete.</p> <p>Due to timelines noted above, the Council resolved to instruct Gould Baxter to proceed with the tender process using the revised documents and prior to the discharge of conditions being approved by the SDNPA. The Clerk noted that this could cause further delays should the SDNPA request further amendments in order to discharge the conditions fully. However, it was noted that these amendments seemed minor and had been previously discussed with the SDNPA.</p> <p>9.3 To note the position with TRO application for reduction of speed limit. The Clerk advised that she had received confirmation from Dan Witcher (ESCC Highways) that should the TRO application not be completed before the car park was finished, then they would arrange for a temporary TRO at no cost to Ditchling Parish Council.</p> | Clerk |
| 10. | <p>Finance</p> <p>10.1 To receive the bank reconciliations 30.06.2021. The bank reconciliations were circulated and resolved by the Council.</p> <p>10.2 To approve the schedule of payments for July/August 2021. The schedule of payments was circulated and the payments amounting to £6,800.21 were resolved by the Council, this included August staff salaries.</p> <p>10.3 To receive quarterly finance income and expenditure report The Clerk had circulated the report to all members prior to the meeting.</p> <p>10.4 To confirm arrangements for making payments for invoices received in August. Due to no meeting being held in August it was resolved by the Council that any emergency payments/expenditure would be authorised by the Chairman/Vice Chairman.</p> | |
| 11. | <p>Beacon Parish Traffic Group</p> <p>11.1 Update on project progress The Clerk confirmed no funds had been received from ESCC. Membership of the Traffic Group was discussed and it was felt that no additional members were needed at this time. Cllr. Farrands will arrange a meeting in due course.</p> | |
| 12. | <p>Recreation Ground and Burial Ground</p> <p>12.1 Report on meeting with Pavilion Club. Cllr. Sansom reported that a meeting was held with Cllr. Farrands, the Clerk, Paul Ford (Cricket Club) and Sean Guirey (Pavilion Club) on the 26 July. The main purpose of the meeting was to make an inspection of the building, externally and internally. It was noted that some areas of the building were in poor condition, but plans are in place to improve these areas and funds are being raised to do this which included replacing cladding and windows. Internal alterations were also being planned, improving the toilets and making further storage areas available. Income was increasing through various sources and included the possibility of the stoolball team coming back to use the facilities. The Cricket Club were also keen to discuss further with the Council the possibilities of taking over the use of the groundman's hut for storing equipment and offered to refurbish the building at their own cost. The old wooden shed could then be removed and this area could be used for the storage of cricket covers in the future.</p> <p>12.2 Review of food truck permission in Recreation Ground</p> | |

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| | <p>Following the Council giving permission for a three-month trial the Clerk reported that she had spoken with the business owner who confirmed they wished to continue trading one morning and one evening. The Council resolved that a pitch fee of £5 would be charged from 1st September 2021.</p> <p>12.3 To consider repairs to Recreation Ground entrance The Clerk advised that she was trying to obtain quotes for tarmacking the entrance area of the recreation ground as the potholes were becoming larger. Unfortunately, she had only verbal estimates of between £2,800 and £1,700 but no firm written quotes. The Council resolved that if quotes were forthcoming the Clerk would liaise with the Chair/Vice Chairman as it was felt this work needed to be done as soon as possible.</p> <p>12.4 To note annual ROSPA playground report The Clerk circulated the report and confirmed that the swings/chains had been replaced and no high risk actions were noted. Minor issues were being dealt with and the Clerk noted that the play equipment was getting old and therefore issues were arising.</p> | <p>Clerk</p> <p>Clerk</p> |
| <p>13.</p> | <p>Correspondence & Consultations</p> <p>13.1 Lewes District Local Plan - Issues and Options consultation – closing date 3 September 2021 – The Council resolved that the Clerk would put together an initial draft response and would liaise with Cllr. Rowling. This would be circulated to all Councillors for agreement and be sent prior to the closing date.</p> <p>13.2 Draft West Sussex Transport Plan 2022-2036 consultation – closing date 8 October 2021 – noted, no comment.</p> <p>13.3 Response from ESCC Highways regarding Lodge Hill Lane parking restrictions. The Clerk reported that following Cllr. McBeth’s email to Cllr. Osborne on the subject, a response was received from ESCC which advised the Council could put in an application for parking restrictions, which are being reviewed in November 2021. The date for applications to be received is the 31 October. The Council resolved that they would submit an application, however it was felt it was important to engage with residents in Lodge Hill Lane about what restrictions could be suggested. The Clerk was asked to contact the residents who had previously contacted her about this issue and this would be discussed by the Council at the September meeting so the Council could review what application they would submit.</p> <p>13.4 Ditchling Society – village bulb planting project The Council resolved that Cllr. Forester would represent the Council on this project and that the Clerk would make enquiries regarding the licensing process for planting on highway verges.</p> <p>13.5 Pass Wide & Slow campaign. The Clerk informed the Council of this event which has been rearranged to the 18 September and they will use the Recreation Ground car park for parking horse boxes for the event. The organisers have been informed that no horses are allowed on the Recreation Ground.</p> <p>13.6 Request to use Recreation Ground for personal training The Clerk advised the Council she had been approached by a personal trainer who wished to use the Recreation Ground on a couple of occasions a week for one client. It was resolved to charge a small fee of £15 per annum and request insurance/risk assessment documents.</p> <p>13.7 SDNP Design Guide Supplementary Planning Document (SPD) Consultation – 6 September 2021 – This document was discussed and it was resolved that Cllr. Forester would draft a response and send to the Clerk for circulation to all Councillors before submitting due to the timelines.</p> <p>An update from MP Maria Caulfield was circulated</p> | <p>Clerk/Cllr. Rowling</p> <p>Clerk</p> <p>Cllr. Forester</p> <p>Clerk</p> <p>Cllr. Forester</p> |

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| | <p>It was noted the Clerk had been contacted by several residents about the issue of flies and she had directed them to LDC Environmental department and provided the information on how to report the issue.</p> <p>An email was received relating to the poor broadband service in the village and Cllr. McBeth had referred the resident to ESCC who deal with this type of infrastructure.</p> <p>The Clerk had been advised about a possible event in September which would involve the erection of a marquee and a food truck being located adjacent to the pavilion building but was awaiting further information from the organiser. The event would raise funds for the local school.</p> <p>The Clerk had received two emails relating to noise issues at Mac's Farm and had reverted these residents to the Environmental Department at LDC. Cllr. Jones advised that many more residents were being affected by these issues. The Council resolved to write to LDC and ask them for an update on the situation.</p> | Clerk |
| 14. | <p>Written and verbal reports by representatives</p> <p>14.1 Village Hall Management Committee – Cllr. McBeth requested if Cllr. Ingham could raise the matter of the possibility of the hall being renamed the Dame Vera Lyn Hall at the next Committee Meeting.</p> <p>14.2 Ditchling Village Association – no comments</p> <p>14.3 Ditchling Pavilion Club – no comments.</p> <p>14.4 Lewes District Association of Local Councils – Cllr. McBeth attended a meeting and advised Councillors that the next meeting would include a representative from Highways and suggested Councillors on the Traffic Group might like to attend.</p> | |
| 15. | <p>Staffing Matters (Members of the public were excluded from this item due to the confidential nature of the discussion.)</p> <p>15.1 To receive update from staffing committee. The minute reference of this item is noted in a confidential report.</p> | |
| 16. | <p>Future meeting dates and items for future agenda</p> <p>Monday, 27 September at 7pm in Ditchling Village Hall. No meeting will be held in August.</p> | |

The meeting closed at 20.42 hrs.

Schedule of Payments for July/August 2021

| Date | Payee Name | Amount Paid | Transaction Detail |
|------------|--------------------------|-------------|------------------------|
| 30/06/2021 | In Reach Print | 42.00 | Photocopying |
| 01/07/2021 | Viking Direct | 74.32 | Stationery |
| 02/07/2021 | Lewes District Council | 92.82 | Annual Play Inspection |
| 02/07/2021 | Lewes District Council | 8.40 | Bin emptying |
| 02/07/2021 | Lewes District Council | 33.60 | Bin emptying |
| 04/07/2021 | Ditchling Village Hall | 32.50 | Hall hire |
| 16/07/2021 | ESALC Ltd | 48.00 | training course |
| 24/07/2021 | BT | 179.83 | Phone/Broadband |
| 27/07/2021 | Staff Salaries | 1,798.21 | Staff salaries July |
| 27/07/2021 | East Sussex Pension Fund | 483.55 | Staff pensions |
| 27/07/2021 | HMRC | 474.36 | PAYE July |
| 24/08/2021 | Staff Salaries | 1,798.21 | Staff salaries August |
| 24/08/2021 | East Sussex Pension Fund | 483.55 | Staff pensions |
| 24/08/2021 | HMRC | 474.36 | PAYE August |

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| 21/07/2021 | Simon Woodley | 744.00 | Grounds maintenance, various |
| 26/07/2021 | Ditchling Village Hall | 32.50 | Hall hire |

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| Total Payments | £6,800.21 |
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