



DITCHLING PARISH COUNCIL

Ditchling Village Hall 18 Lewes Road Ditchling East Sussex BN6 8TT
Tel: 01273 844733 Email: parishoffice@ditchling-pc.gov.uk
www.ditchling-pc.gov.uk

Minutes of the Ditchling Parish Council Meeting held at Ditchling Village Hall, Ditchling on Monday 28 February 2022 at 7.00pm

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

Sarah Mamoany (Clerk)

2 members of the public

Public Participation:

Representatives of Ditchling Cricket Club spoke in relation to item 10.2 and noted they wished to commence work as soon as possible on the groundman's building, as they have committed to contractors starting, who were booked at risk and delays could impact on funding the project.

1.	Declarations of Interest – No declarations of interest were made.	
2.	Apologies of absence – Apologies were received from Cllr. E. Rowling, MP Maria Caulfield and Derek Blackhall.	
3.	To approve the minutes of the Parish Council meeting held on the 13 December 2021. It was noted that the January meeting was not held due to concerns relating to COVID and delegated powers had been put in place at the December meeting. The minutes of the meeting held on the 13 December were resolved and duly signed by the Chairman as an accurate record of the meeting.	
4.	Actions from previous minutes The quotations for the street light repairs had just been received which were in the region of £8,000 and would be added to the March agenda for discussion. The Clerk had circulated a potential new design for the lanterns and ESCC were looking at obtaining a sample for the Council to view. The Ditchling Community Ad was distributed and was the first edition without the involvement of the Parish Council. Next copy date will be the 10 March.	Clerk
5.	Clerks Report The Clerk had circulated her report prior to the meeting to all Councillors.	
6.	Planning For full details of planning applications listed below please go to https://www.southdowns.gov.uk/planning-applications/ or https://www.lewes-eastbourne.gov.uk/planning-and-building-control The following comments were resolved by the Council. 6.1 LW/22/0022 – Honeywood Farm Spatham Lane Ditchling BN6 8XN - Single storey rear extension with crown roof and 2no. rear facing windows and access to the rear garden from South elevation – no comment. 6.2 SDNP/22/00002/HOUS & SDNP/22/00003/LIS – 26 West Street Ditchling BN6 8TS – Erection of single storey outbuilding to the rear – no comment.	

	<p>6.3 SDNP/21/06035/HOUS – 2 Beacon Road Ditchling BN6 8UL – Single storey rear extension – no comment.</p> <p>6.4 SDNP/22/00256/FUL – 7 East End Lane Ditchling BN6 8SX – Demolition of single storey rear extensions and garage and erection of additional dwelling to the rear, with loft conversion and alterations to the entrance and fenestration of the existing property to create 2 no 2 bed detached dwellings and landscaping improvements. – no comment.</p> <p>6.5 Any other applications received since publication of agenda. It was noted that an appeal had been submitted in relation to LW/19/0152 Grimwade Farm Spatham Lane Westmeston BN6 8XL. The Council objected to the original application and it was resolved to submit the objection comments again to the Planning Inspectorate.</p>	Clerk
7.	<p>Car Park Update</p> <p>7.1 To receive update report on car park project and associated costs in relation to discharge of planning conditions. It was noted the planning conditions had been discharged on the 28 January. During the process of discharging the conditions, additional costs were incurred due to the amendments with the plans and attendance at meetings by the landscape and civils consultants. The invoice from Huskisson Brown had been received for the sum of £435 and an invoice would be due from GTA in the region of £1000.</p> <p>7.2 To discuss funding for the project. Due to concerns regarding increased costs due to a steep rise in materials and demand on constructions companies, it had been agreed via delegated powers that the Clerk would submit a further expression of interest for CIL funding to both the SDNP and LDC for the sum of £50,000 to each authority. The deadlines for both applications were prior to the Council meeting, hence the Clerk submitted them in advance of the meeting. The applications can always be withdrawn if the tenders came back within the current budget available.</p> <p>It was noted a budget cost had been received which was in excess of the current funds available for the project.</p> <p>Cllr. Jones advised that he was receiving complaints as a District Councillor about the car park not being completed and suggested the field was opened up for general use. The Clerk advised that the SDNP had been approached about this previously and it was only possible to use the field on a couple of occasions a year and not as a regular arrangement; other issues such as insurance and condition of the field needed to be considered as well, the entrance has no height barrier to stop large vehicles entering if it was left open.</p> <p>7.3 To confirm the tender process and timelines for construction</p> <p>The tender documents were circulated and, together with the revised final plans the Council resolved these. It was noted that Cllr. Ingham and the Clerk would look at these in detail, as the Car Park Working Party had not met for some time and concerns were raised about the documents being read thoroughly and it was important to ensure the Council understood the contents to avoid mistakes occurring further down the line. If necessary, they would seek further clarification from Gould Baxter. If any amendments were needed these could be considered prior to construction.</p> <p>The tender would commence on the 1 March, Gould Baxter had three companies they would invite to tender and in addition the information would be added to the Contracts Finder website as is required under the Council's standing orders/financial regulations (as noted in the Parish Council meeting</p>	Clerk/ Cllr. Ingham

	<p>held on the 26 July 2021). The tender period will be 6 weeks, ending on the 12 April and then a further 2 weeks will be required for Gould Baxter to report back to the Council on its recommendations. The Council will therefore be in a position from the 1 May to instruct a contractor, depending on the costs of the tenders received and if the funds are available.</p> <p>The start date for construction was discussed in view of the request received from the DVA to use the car park for the village fair due to be held on the 18 June. It was resolved to advise the DVA that the Council could not commit to the field being available, as it was understood that a contingency site was available. The Council did not wish to miss any opportunities to complete the project, for example if a contractor was only available to start on the 1st June.</p>	Clerk
8.	<p>Beacon Parish Traffic Group</p> <p>8.1 Update on traffic consultancy project.</p> <p>Cllr. Sansom updated the Council on the quotation for the additional survey work from the consultant that had been agreed under delegated powers for the sum of £3,422.40. It was noted that the surveys were due to commence but the current traffic issues in the village being caused by the Southern Water tankers was raised and it was suggested the survey work was not carried out until this work had been completed. The Council resolved to postpone the survey work, which would have a knock-on effect that the consultancy project would not be completed until May rather than March. It is hoped that the Southern Water works would be completed by the mid-March. Cllr. McBeth had raised the issue that the survey data did not include the B2112 north of the garden centre. It was resolved that this would be added at the additional cost of £200-£250 plus VAT. A programme of works had been provided by the traffic consultant and circulated to all Councillors.</p>	Deputy Clerk
9.	<p>Finance</p> <p>9.1 To receive the bank reconciliations 31.12.2021 and 31.01.22. The bank reconciliations were circulated and resolved by the Council.</p> <p>9.2 To approve the schedule of payments for February 2021. The schedule of payments was circulated and the payments amounting to £6,173.83 were resolved by the Council.</p>	
10.	<p>Recreation Ground and Burial Ground</p> <p>10.1 To consider detailed schedule of works to groundsman's hut by Ditchling Cricket Club</p> <p>A meeting had been held on site to discuss the works with Cllrs. Farrands, McBeth, Madden and Sansom. The schedule had been circulated to all Councillors and was resolved with the addition of adding the site must be fenced using herras fencing due to the location being adjacent to the childrens play area.</p> <p>10.2 To consider licence in relation to agreeing to works as per schedule by Ditchling Cricket Club</p> <p>The Clerk had circulated the licence document following comments received by the Council's solicitor and these were resolved by the Council. The Clerk will arrange for the final documents to be drawn up by the solicitor and signed by two Councillors as is required by the standing orders.</p> <p>10.3 To consider legal fees related to drawing up of lease agreement for groundsman's hut between Ditchling Cricket Club and Ditchling Parish Council</p> <p>The Council's solicitor had queried if the Cricket Club should be contributing towards the legal fees. It was noted that the Cricket Club had prepared the lease and licence and were refurbishing a building that was owned by the Council and this was costing in the region of £23,000. It was resolved the Council would not ask the Cricket Club to contribute towards their legal costs in this matter.</p> <p>10.4 To consider draft lease in relation to groundsman's hut</p>	<p>Clerk</p> <p>Clerk/ Councillors</p> <p>Clerk</p>

	<p>The draft lease had been drawn up by the Council's solicitor and circulated to all Councillors. Some minor amendments were made and the document will be brought back to the Council at the March meeting for approval. It was resolved the lease would be for 25 years with a peppercorn rent of £10 per annum a clause would be added to require outside decoration every 7 years.</p> <p>10.5 To consider heads of terms for Pavilion Club lease and associated costs The Clerk had circulated a document relating to the progress of the lease discussions and noting suggested heads of terms. It was noted that the Council had a preference for a shorter lease with a break clause included, should in the future funds ever become available to build a new building if perhaps the Scout Hut building was sold. The Council resolved to request £500 from the Pavilion Club towards the costs of the solicitors' fees to draw up the lease agreement. The Clerk would send the heads of terms to the Pavilion Club for consideration and if in agreement would instruct the Council's solicitor to draw up the draft lease.</p> <p>10.6 To consider request from the Ditchling Charity Ball to erect a marquee for the 2022 event The Council resolved for the Recreation Ground to be used for the erection of a marquee for the period between the 7 and 12 June.</p> <p>10.7 To consider the use of a sports pitch specialist in relation to the repair/maintenance works to football pitch and associated costs. The Clerk had circulated a report with costs from a consultant to provide advice and produce a 10 year management plan and obtain costs for the works that are required to get the pitch playable. It was noted that in 2019 the Council were informed in a report that the secondary drainage had failed and this needed to be repaired at a cost in the region of £25,000. This had been discussed at the recent Recreation Ground Committee meeting and it was recommended to the Council to proceed with obtaining a 10-year maintenance plan together with a detailed specification of remedial works. This matter was discussed further by the Council and it was raised that it is important to consider how many people use the facilities and how they will benefit. Therefore, no decisions were made on the way forward, but the Council would consider employing a consultant for advice, Cllr. McBeth and Farrands would look further into costings for maintenance of the pitch and speak to Hassocks PC about the management of their grounds and Cllr. Sansom would look to ascertain if any other clubs were interested in using the facilities so it could be used to capacity due to the high maintenance costs involved.</p> <p>10.8 To consider noticeboard for recreation ground and associated costs The Clerk had obtained quotes for a noticeboard which would be located in the burial ground and would be used to display information relating to the burial ground policy recently introduced. The Council resolved to purchase an oak noticeboard for the sum of £1,203 plus VAT and delivery.</p> <p>10.9 To consider tree tagging and associated costs with March tree survey The Clerk confirmed the tree survey was already agreed in the 3-year tree management plan It was noted that the tree tags are in need of replacement and this would be cheaper to have done at the time of the full survey at an additional cost of £105 plus VAT. The Council resolved to proceed with this with the survey.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr. McBeth/ Farrands /Sansom</p> <p>Clerk</p> <p>Clerk</p>
11.	<p>Grant Funding</p> <p>11.1 To receive and review requests for grant funding. The Council had received two additional grant applications and since the grant budget was underspent these were both considered. The Council resolved to grant the sum of £1000 to the Ditchling Horticultural Society towards a project involving the replacement of a boundary hedge at the allotments. The Council resolved to grant the sum of £1,513.30 to the Monday Group towards materials for improvements to the Ditchling path 47b.</p>	<p>Clerk</p>

12.	<p>Policies 12.1 To review and adopt Councillor Expenses Policy The Council resolved to adopt the Councillor Expense Policy.</p>	
13.	<p>Queens Platinum Jubilee 13.1 To consider village event/beacon and setting up of working party The Council resolved to hold a beacon lighting event on the 2 June 2022 and it was suggested that Lodge Hill would be the best location for people to access and attend, if permission was obtained. It was noted that lots needed to be actioned in the next few months and a working party meeting would be arranged with Cllr. Jones, Madden, McBeth and the Clerk to start the planning. 13.2 To consider Chairmans’s tree planting and associated costs It was agreed that the Council would join in the NACO tree planting on the 11 March 2022 and the Vice Chair (in the absence of the Chairman) would plant a tree (Field Maple) in the Recreation Ground. The Council resolved the costs of £65 for a stainless-steel plaque to mark the Queens Green Canopy initiative. The day chosen is the seventieth day of the year in which The Queen marks the seventieth anniversary of her accession. NACO will be producing a bound book that will include the names of all Councils taking part, with the name of the person planting the tree alongside the office they hold, the type of tree planted and its location. The book will then be sent to The Queen.</p>	
14.	<p>Council representation at outside events to promote the Parish Council 14.1 To discuss presentation materials and associated costs The Clerk noted that a banner suitable for outdoor and indoor use would be useful for events and could be used in the future to promote the Council. Currently the Council has three vacancies and is keen to promote the work of the Council and to inform residents of what the Council do and how they can get involved. It was resolved to set a budget of £500 for banners and posters. 14.2 Ditchling Newcomers Party – 26 March 2022 The Clerk has booked a stall at the event and Cllrs. Madden, Rowling and Ingham offered to be available on the evening. 14.3 Ditchling Fair – 18 June 2022 The Council resolved to attend and book a stall for the afternoon. It was suggested that some form of competition, for example guess the weight of the sweets, or guess how many trees are in the Recreation Ground could be set up to attract people to come to the stand.</p>	
15.	<p>Correspondence & Consultations 15.1 Update from MP – The Clerk had circulated the update sent by Maria Caulfield. 15.2 Defra Consultation – Government Response to the Landscapes Review – 25 March 2022 The Clerk advised she was attending the SDNP Workshop on the 16 March which will cover this consultation and that she would look to draft a response following this event. 15.3 To consider request to use car park field for funeral on the 18 March 2022 The Council resolved to allow the field to be used for parking as a one off event, the Clerk would confirm and advise the adjacent field owner and Cllr. Sansom would be able to open the gate on the day. 15.4 To consider correspondence in relation to garden of remembrance The Clerk had circulated a letter from a relative who ashes were interred last year where an issue occurred with the grave digger not being on site. This was organised by the family direct with the grave digger and since this occurred the Council has changed its policy to ensure that a funeral director is involved with all interments. The relative had requested that due to the upset caused, the Council were asked to pay the costs of the memorial plaque. Whist the Council understood this was upsetting for the family they resolved that as this was not a contract between the Council and the grave digger and the family had arranged it directly it was not their responsibility in this instance and would not agree to</p>	<p>Clerk</p> <p>Clerk/ Cllr. Sansom</p> <p>Clerk</p>

	<p>pay for the costs requested. The Clerk was asked to write to the relative concerned.</p> <p>15.5 Boundary Commission for England Public Consultation – 4 April 2022 Noted, no comment.</p> <p>15.6 Road Closure Application – Brighton Trail Ditchling Beacon – 26 June 2022 Noted, no comment.</p>	
16.	<p>Staffing Committee</p> <p>16.1 Update on staff appraisal procedures</p> <p>Cllr. Sansom noted that he had attended an appraisal training session together with the Clerk. The Staffing Committee had put together an appraisal system which would include objective settings. The appraisals would be carried out in March with Cllr. Sansom/Cllr. Madden carrying out the Clerks appraisal and the Clerk carrying out the Deputy Clerks appraisal.</p>	
17.	<p>Written and verbal reports by representatives</p> <p>17.1 Village Hall Management Committee – no comments.</p> <p>17.2 Ditchling Village Association – no comments.</p> <p>17.3 Ditchling Pavilion Club – no comments.</p> <p>17.4 Lewes District Association of Local Councils – no comments.</p>	
18.	<p>Future meeting dates and items for future agenda</p> <p>Parish Council Meeting – 28 March 2022 at 6.30pm with the Annual Parish Meeting at 8pm Cllr. McBeth advised he was not available on the 28 March.</p>	

The meeting closed at 21.15 hrs.

Schedule of Payments January (agreed via delegated powers)

01/01/2022	Vision ICT	210.00	Website hosting and support
05/01/2022	Zoom	14.39	remote meeting fee
05/01/2022	Pear Technology	102.00	Software mapping burial ground
05/01/2022	InReach Printing	42.00	photocopier
05/01/2022	Lewes District Council	280.80	Dog bin emptying April to June
11/01/2022	Lewes District Council	33.60	Lewes District Council
11/01/2022	Lewes District Council	91.00	burial ground bin emptying
11/01/2022	Lewes District Council	280.80	dog bin emptying Jan-March 22
11/01/2022	Ditchling Village Hall	39.00	meeting hire fees
11/01/2022	Viking	37.60	stationery
26/01/2022	East Sussex Pension Fund	483.55	staff pensions
26/01/2022	Staff salaries	1,798.01	January salaries
26/01/2022	HMRC	474.36	PAYE January
26/01/2022	Barcombe Landscapes	1,356.00	grounds maintenance Sept-Nov
	Total payments:	5,243.11	

Schedule of Payments February

07/02/2022	Zoom	14.39	Remote meeting service fees
07/02/2022	Bonnys Wood	216.00	tree works
07/02/2022	East Sussex Highways	120.00	New cell The Twitten P1
07/02/2022	Simon Woodley	918.00	hedge/tree planting/gen maint
21/02/2022	Lewes District Council	33.60	bin emptying
21/02/2022	Surrey Hills Solicitor	810.00	Fees groundsmans hut lease
21/02/2022	Surrey Hills Solicitor	450.00	Fees sports pavilion lease
22/02/2022	English Woodlands	65.49	Queens jubilee tree
22/02/2022	Huskisson Brown Associates	522.00	car park drawing amends
22/02/2022	Martin Craven	20.50	hedgcutting car park
23/02/2022	Viking	49.73	stationery

28/02/2022	Staff salaries	1,798.21	February salaries
28/02/2022	East Sussex Pension Fund	483.55	Staff pensions
28/02/2022	HMRC	474.36	February PAYE
28/02/2022	Force 10	198.00	Mole control
	Total payments	6,173.83	

DRAFT