



## 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 Annual Ditchling Parish Council Meeting held at Ditchling Village Hall, Ditchling on Monday 30 May 2022 at 7.00pm

Present: Cllrs Sansom (Chairman in the absence of the elected Chairman), McBeth, Farrands, Jones, Barna and Ingham.

In the absence of the Clerk, Cllr. D. McBeth took the minutes of the meeting and the meeting was also recorded.

#### Public Participation:

3 members of the public

A member of the public spoke on the subject of parking in Lodge Hill and the fact that ESCC had refused to provide any parking restrictions. They thanked the council for their continuing support in the matter. Cllr. McBeth noted he had contacted the District Council and highlighted the issues again and was advised that the Parking Manager had paid a visit to Lodge Hill Lane and reiterated that the introduction of yellow lines would not be the best use of resources. Cllr. McBeth advised that the Council would continue to raise the issue and Cllr. Jones is arranging a meeting with ESCC to discuss the matter further.

A resident queried the consultation that was held several years ago relating to the recreation ground and asked when will work commence on these projects. Councillors explained that the car park was the current priority and until that was completed works on other projects such as the recreation ground could not be considered but would be in the future. Councillors noted that costs for the maintenance of the recreation ground were included in the annual Council budget.

1.	<b>Election of Chairman and signing of Declaration of Office</b> Cllr. Madden was proposed by Cllr. Sansom and seconded by Cllr. Ingham and the Council <b>resolved</b> to elect Cllr. Madden as Chairman. As Cllr. Madden or the Clerk was not present at the meeting the Council <b>resolved</b> that the Declaration of Acceptance of Office would be signed at the June meeting.	
2.	<b>Election of Vice Chairman and signing of Declaration of Office</b> Cllr. Sansom was proposed by Cllr. Farrands and seconded by Cllr. Barna and the Council <b>resolved</b> to elect Cllr. Sansom as Vice Chairman. As the Clerk was not present at the meeting the Council <b>resolved</b> that the Declaration of Acceptance of Office would be signed at the June meeting. In the absence of the elected Chair the Vice Chair Cllr. Sansom was Chairman for the meeting.	
3.	<b>Apologies of absence</b> – Apologies were received from Cllr. Madden and MP Maria Caulfield. <b>Declarations of Interest</b> – No declarations of interest were made.	
4.	<b>To approve the minutes of the Parish Council meeting held on the 25 April 2022</b> These were <b>resolved</b> by the Council and will be signed at the next meeting.	
5.	<b>Election of Committee Membership, to include Chairman and Vice Chairman and Representatives on Outside Committees</b> Items 5.1 to 5.12 were deferred to the June meeting.	

	<p>5.1 Recreation Ground and Burial Committee</p> <p>5.2 Finance Committee</p> <p>5.3 Planning Committee</p> <p>5.4 Car Park Working Party</p> <p>5.5 Traffic Working Party</p> <p>5.6 Ditchling Village Hall Management Committee</p> <p>5.7 Ditchling Village Association</p> <p>5.8 Ditchling Pavilion Club</p> <p>5.9 Lewes District Association of Local Councils</p> <p>5.10 East Sussex Local Council Association (ESALC)</p> <p>5.11 South Downs National Park Authority</p> <p>5.12 Oldland Windmill Trust</p>	
6.	<p><b>Actions from previous minutes</b></p> <p>Pitch renovation works had been completed to the football pitch. Cllr. McBeth noted that Hassocks Parish Council had asked him if Ditchling Football Club were using Ditchling recreation ground this season as they had been promoted and it was unclear if the facilities at Ditchling met with the requirements needed for this league. No decisions have been made on this issue as it will depend on the work that has been completed to the pitch.</p>	
7.	<p><b>Clerks Report</b></p> <p>The Clerk had circulated her report prior to the meeting to all Councillors. It was noted that the tree survey report has been completed and we are waiting the full report.</p>	
8.	<p><b>To review Ditchling Parish Council Code of Conduct</b></p> <p>The Council noted no amendments and the document was <b>resolved</b>.</p>	
9.	<p><b>To review Ditchling Parish Council Standing Orders</b></p> <p>The Council noted no amendments and the document was <b>resolved</b>.</p>	
10.	<p><b>Planning</b></p> <p>The Council <b>resolved</b> the following comments:</p> <p>10.1 LW/22/0247 - Clappers Janes Lane Wivelsfield RH15 0SP - Variation of condition 1 (Plans) relating to approval LW/21/0751 – Raised ridge height and addition of dormer – no comment.</p> <p>10.2 SDNP/22/01705/HOUS - Pathways , Farm Lane, Ditchling - Single storey rear extension, porch extension and internal alterations – no comment.</p> <p>10.3 SDNP/22/01989/HOUS - 18 Shirleys Ditchling BN6 8UD - Part-single, part-two storey extension with alterations at front, side and rear – no comment.</p> <p>10.4 SDNP/22/01934/HOUS – Morar, 86 Lewes Road, Ditchling - Demolition of existing rear extension and existing outbuilding to the rear garden, erection of ground floor extension, hip to barn end roof extension, installation of two rooflights to the front, pitched roof dormer with Juliette balcony to the rear and erection of home office in rear garden – no comment.</p> <p>10.5 SDNP/22/02291/HOUS - 2 Dymocks Manor 6 East End Lane Ditchling BN6 8SX -Removal of existing PVCu conservatory and replacement with an extended area extension. - Re-roofing of outbuilding, reconfiguration of natural lighting using rooflights and dormer window – no comment.</p> <p>10.6 Any other applications received since publication of the agenda.</p> <p>No applications were received.</p>	
11.	<p><b>Car Park Project</b></p> <p><b>Item 11 will be held under the ‘Public Bodies (Admission to meetings) Act 1960 S.1(2). Which will exclude members of the public due to the confidential nature of the business to be discussed.</b></p> <p>11.1 Update from working party meeting</p> <p>None of the information discussed was of a confidential nature. The working party had met on the 24 May, however further information was required in relation to the surface material and the durability of the suggested surface and queries had been raised by Gould Baxter and the Clerk was investigating further</p>	

	<p>and liaising with the SDNP. It was noted that an extraordinary meeting will probably need to be held prior to the next Council meeting.</p> <p>11.2. Update on funding for the project This item was not discussed.</p> <p>11.3 Review of tender report and consideration of chosen contractor This item was not discussed due to discussions noted in item 11.1</p>	
12.	<p><b>Staffing Committee</b> <b>Item 12 will be held under the 'Public Bodies (Admission to meetings) Act 1960 S.1(2). Which will exclude members of the public due to the confidential nature of the business to be discussed.</b></p> <p>12.1 Minute noted in confidential report.</p>	
13.	<p><b>Beacon Parish Traffic Group</b> 13.1 Update on traffic consultancy project. Cllr. Sansom had been in communication with the consultants and the data survey work has been completed. However, the project will be delayed and the Council are awaiting a further update with revised timelines. Cllr. Barna noted that the proposed parking amendments proposed by ESCC should be commented on to them by the Council as a matter of urgency.</p>	
14.	<p><b>Recreation Ground &amp; Burial Ground</b> 14.1 Approval of request for refund for burial ground plots The Council <b>resolved</b> this request and the plots would be refunded at the original purchase price. 14.2 To consider use of recreation ground for summer camps being held in the pavilion The Council <b>resolved</b> that they would agree to the use of the Recreation Ground for outside activities in relation to the summer camps being held in the pavilion by two different organisations. This would be subject to the required legislation, insurance and risk assessments being in place.</p>	
15.	<p><b>Queens Platinum Jubilee Beacon Event – 2<sup>nd</sup> June 2022</b> 15.1 The Clerk advised on her report that The Deputy Lord Lieutenant will light the beacon at 9.30pm. Cllr. McBeth is taken on the role of Chief Steward as Cllr. Jones has advised he is no longer available to assist.</p>	
16.	<p><b>Ditchling Summer Fair</b> 16.1 To consider availability of car park field for the use of the fair. The Council made no comment as it now seems certain it will be available. 16.2 To discuss arrangements for attendance at the Ditchling Summer Fair The Council did not discuss this matter.</p>	
17.	<p><b>Lewes District Council Informal Parking Review Consultation</b> 17.1 To note decision from application relating to Lodge Hill Lane This was noted on the Clerks report that the request for double yellow lines on some parts of Lodge Hill Lane had been rejected by LDC. 17.2 To consider proposal for the High Street The matter was discussed and Cllr. Sansom would speak further with the Clerk regarding the proposal.</p>	Cllr. Sansom
18.	<p><b>Street Lighting</b> 18.1 To consider future street light design of lanterns It was noted that the design would make the light provided of better quality and it would have potential energy savings in the future, less maintenance as the unit would have no perspex. It was noted that the Ditchling Society and History Project were not in favour of the modern design and had sent in comments to the Council. The lantern posts would be retained, it is just the lantern itself that is being considered. The Councils overall view was that the lantern was suitable and would be considered for the future, but no formal resolution was made. Cllr. Farrands will liaise as a matter of courtesy with the Ditchling Society regarding the proposal.</p>	Cllr. Farrands
19.	<p><b>Finance</b> 19.1 To approve the schedule of payments for May 2022</p>	

	<p>The schedule of payments of £13,678.65 were <b>resolved</b>.</p> <p>19.2 To approve bank reconciliation for 30.04.2022 This was deferred to the June meeting. Due to the Clerk not being in attendance the finance items 19.3 to 19.6 were deferred to the June meeting.</p> <p>19.3 To receive internal auditor's year-end report</p> <p>19.4 To approve the Annual Governance Statement for the financial year ending 31.03.2022</p> <p>19.5 To approve the Accounting Statements for the financial year ending 31.03.2022</p> <p>19.6 To confirm the dates of the period for the exercise of public rights – 14.06.2022 to 25.07.2022</p> <p>19.7 To consider insurance quotations for 2022/23</p> <p>As noted on the Clerks report and agreed at the previous meeting the Clerk was delegated with the assistance of the Chairman/Vice Chairman to renew the policy. The broker could only provide one quote which was over £400 more than last year's policy as the two other providers that would normally quote no longer provide Parish Council insurance. The Clerk queried this and they reduced the policy by £189.10 so this was accepted at a cost of £2,305.74. The current policy expires on the 31 May 2022.</p>	
20.	<p><b>Correspondence</b></p> <p>20.1 Report from MP Cllr. Barna raised the matter of the report received and the item noted regarding the issue of flies in the village. It was requested that the Clerk obtain further information on the current situation, as it was felt last year was such an issue for residents more information was required from the local authority on the subject and the report from the MP was unclear.</p> <p>20.2 Consultation Road Closure Sunday 6 November 2022 – Cycle Hill Climb It was noted that the June event has been cancelled but the event on the 6 November is still proceeding but the Council did not have the information on the times to discuss this further.</p>	Clerk
21.	<p><b>Future meeting dates and items for future agenda</b></p> <p>A vote of thanks was given to Cllr. McBeth for his work as Chairman of the Council over the past eight years.</p> <p>It was noted that a complaint had been received by the Royal British Legion regarding the banner that was erected on the grass war memorial area owned by the Council to promote the Platinum Jubilee beacon lighting and that Cllr. Jones had taken this down and put it on the adjacent wall. It was mentioned that permission had not been asked by the owner of the wall; however due to the short period of time involved the banner will remain in its new location.</p> <p>Parish Council Meeting 27 June 2022 at 7pm</p>	

The meeting closed at 20:11hrs.

#### Schedule of Payments for May 2022

Date Paid	Payee Name	Amount Paid	Transaction Detail
04/05/2022	Rialtas Business Solutions	£154.80	accountancy software
04/05/2022	Surrey Hills Solicitor	£420.00	pavilion lease advice
04/05/2022	Karen Hobden	£20.00	jubilee poster design
04/05/2022	Ditchling Village Hall	£32.50	hall hire
04/05/2022	Gould Baxter	£840.00	car park pre contract services

04/05/2022	R A County Services Ltd	£3,700.00	football pitch maintenance
17/05/2022	Mulberry & Co	£136.08	internal year end audit
18/05/2022	In Reach Print	£42.00	photocopying
31/05/2022	Staff Salaries	£1,815.52	May salaries
31/05/2022	East Sussex Pension Fund	£483.18	staff pensions May
31/05/2022	HMRC	£509.38	PAYE May
08/05/2022	BT	£151.70	Broadband/phone
01/04/2022	Ditchling Village Hall	£213.54	Parish hall office rent
29/04/2022	ICO	£35.00	Registration fee
18/05/2022	MW Turfcare	£2,505.60	Sand for football pitch maintenance
12/05/2022	SP Flags	£79.80	Banner to advertise Jubilee beacon
12/05/2022	Bunting Warehouse	£40.78	Bunting for Jubilee beacon
25/05/2022	Gallagher	£2,305.74	Insurance
18/05/2022	Lewes District Council	£42.00	bin emptying fees
18/05/2022	Viking	£50.75	Hi Vis jackets/Stationery
18/05/2022	Beacon Fencing	£80.28	stakes/posts
18/05/2022	Ditchling Village Association	£20.00	stall Summer Fair
	Total:	£13,678.65	