



**DITCHLING PARISH COUNCIL**

Ditchling Village Hall 18 Lewes Road Ditchling East Sussex BN6 8TT  
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**Minutes of the Ditchling Parish Council Meeting held at Ditchling Village Hall, Ditchling on Monday 16 January 2023 at 7.00pm**

Present: Cllrs Madden (Chair), Farrands, Barna, Rowling, Stapleton, Ingham and Orme (attending meeting from item 7)

Sarah Mamoany (Clerk)

Public Participation:

4 members of the public  
 Trevor Leggo – ESALC (East Sussex Association of Local Councils)

A representative from the Ditchling Scouts Group attended the meeting and spoke noting that they were very keen to stay in the village and provide services for the community and that they hoped the outcome for the future could be a facility fit for the 21<sup>st</sup> century.

A representative from Underhill Lane Residents Association commented in respect of the issue of fly tipping in Underhill Lane and that 5 major incidents had occurred in several years and this has caused a dangerous situation with rubbish being dumped in the middle of the highway. In addition, they highlighted cars being dumped and vandalised in the car park recently and they were seeking support from the Parish Council on these matters. Cllr. Jones had advised them that in the past LDC had purchased mobile CCTV cameras for fly tipping and they questioned if these could be used for Underhill Lane.

1.	<b>Declarations of Interest</b> – None.	
2.	<b>Apologies of absence</b> – Apologies were received from Cllrs. Sansom and Jones. The Council <b>resolved</b> to accept that Cllr. Jones was unable to attend meetings for the next 4 months due to health issues.	
3.	<b>To approve the minutes of the Parish Council meeting held on the 19 December 2022</b> The minutes of the meeting held on the 19 December 2022 were <b>resolved</b> and duly signed by the Chair as an accurate record of the meeting.	
4.	<b>Actions from previous minutes</b> It was noted the temporary sign has been erected in the burial ground before Christmas and the noticeboard will be delivered in mid/late January.  Following further communications in relation to the boundary on the recreation ground with the property owner, which Cllr. Madden and Stapleton have been involved with it was noted that the Council would respond by confirming the Council are not in a position to accept the property owner’s determination of the boundary based on the evidence supplied but agree as suggested to leave matters as they stand, unresolved. As previously stated, it is the Council's preference that the existing hedge is retained.	Clerk

	<p>The payment for the work to install the football goalposts had not been forthcoming from Ditchling Football Club and a meeting has been arranged for the 17 January with Cllr. Madden, the Clerk and representatives from the Football Club to discuss this matter. A copy of the club's accounts has been requested for the meeting. Cllr. Farrands will also attend the meeting.</p> <p>The precept request for 2023/24 has been submitted to LDC.</p> <p>A remote meeting date was proposed with MP Maria Caulfield but members of the Traffic Committee were not available, so a further date has been requested.</p>	<p>Clerk/ Cllr Farrands/ Cllr Madden</p> <p>Clerk</p>
5.	<p><b>Co-Option of Vacancies</b> The Council had received an application from Martin Craven and he was invited to make a short presentation to the Council. The Council <b>resolved</b> to co-opt Martin Craven onto the Council and he signed the Declaration of Acceptance of Office, witnessed by the Clerk and was invited to join the meeting.</p>	
6.	<p><b>Clerks Report</b> The Clerks report was circulated to Councillors.</p>	
7.	<p>The Council <b>resolved</b> the following comments on planning applications.</p> <p>7.1 SDNP/22/05519/HOUS - 7 Fieldway Ditchling BN6 8UA - Erection of detached garage – No comment</p> <p>7.2 SDNP/22/05689/HOUS - Park Barn Farm Beacon Road Ditchling BN6 8XB - Single-storey extension above garage, single-storey link extension between house and garage, addition of dormer and Juliette balcony to front elevation, staircase and dormer to east elevation, and inset balcony to rear elevation - No comment.</p> <p>7.3. SDNP/22/05914/LDP - 56 Lewes Road Ditchling BN6 8TU - Demolition of rear utility, w.c, bay window and covered area and construction of a rear single storey extension with 3 sets of French doors and a lead roof – no comment.</p> <p>7.4. SDNP/22/05626/TCA   T1 - Ditchling Court Lodge Hill Lane Ditchling BN6 8SP – Willow (has been sent on a 5 day notice to be felled) T2 - Poplar - Reduce stem over pond by 50% (approx 5m) leaving length of 8m G3 - Alder and Elder saplings - to be felled G4 - Young trees - To be felled – it was noted this work had already been completed and no comment was made.</p> <p>7.5. SDNP/23/00074/TCA - 4 High Street Ditchling BN6 8TA –T1 Holly - Reduce top height by 3.5 meters T2 Thuja Plicata - Reduce top height by 3.5 meters T3 Thuja Plicata- Fell T4 Sycamore – Fell T5 Cotoneaster - Reduce top height by 2.5 meters T6 Cotoneaster - Reduce top height by 1.5 meters T7 Beech - Crown lift to 5 meters high T8 and T9 - Reduce top height by 3.5 meters G1 Bay - Reduce top height by 2.5 meters – no comment.</p> <p>7.6 Any other applications received since publication of the agenda.</p> <p>Two further applications were received and circulated as follows:</p> <p>SDNP/23/0060/HOUS – 10 Beacon Road Ditchling BN6 8UL – Erection of single store rear extension and single storey side/rear extension alterations to fenestration to side and associated demolition of existing single storey rear extension – No comment.</p> <p>SDNP/22/06007/TCA - Land between Lodge Hill Lane and North End Road – removal of remaining bow from Oak Tree. – No comment.</p>	
8.	<p><b>Car Park Project</b> 8.1 Update on car park project and progress A site meeting was held on the 11 January with Gould Baxter, Cllrs. Orme, Madden and the Clerk where practical completion should have occurred. Due to several areas not being completed this was not possible. GTA Civils visited the site on the 10 January and we are awaiting their report in relation to the hard landscaping. HBA visited the site on the 22 January to check the soft landscaping, their report noted issues that need to</p>	

	<p>be rectified by the contractors. Items such as the light, noticeboard, cycle racks and signage have not been installed, but it is understood some are still to be delivered. Gould Baxter will report back to the Clerk on the outstanding matters and it is doubtful the car park will open before the 16 January. Cllr. Orme requested that Gould Baxter checked the position on the Highways work being signed off before practical completion.</p> <p>8.2 To review car park risk assessment The Council <b>resolved</b> the risk assessment that had been produced. It was noted that the boundary to the north of the site has a stream running along it and the fencing is not secure and this could be a risk to small children and animals. The Clerk will obtain a quote to make this boundary secure.</p> <p>8.3 To review and approve penultimate payment valuation certificate for car park contract The Clerk had circulated the documents in relation to the 2<sup>nd</sup> payment valuation certificate in the sum of £98,694.89 plus VAT. It was noted that some of the items such as the cycle racks, noticeboard had not been installed at the date of the valuation certificate. The Council <b>resolved</b> to make the payment, as this was overdue under the terms of the contract, which noted payment terms of the 5 January 2023. These items should be installed shortly and the Clerk was requested to note that an adjustment should be made in relation to these outstanding items if required on the next valuation certificate.</p> <p>8.4 To review and approve practical completion payment certificate (if available) for car park contract As noted, practical completion has not occurred and the third payment valuation certificate was expected prior to the meeting but was not available.</p> <p>8.5 To approve amendment to contract document and suggested costs Further to the previous meeting the Council's solicitor had approved the wording on the document which was updated and circulated. The Council <b>resolved</b> the amendments and the figure of £24,490 plus VAT will be retained until the final top surface work has been completed in the spring, this figure included sums for potential additional project management fees and admin/solicitor costs.</p> <p>8.6 To note financial report on car park project The Clerk had circulated a spreadsheet showing expenditure to date and the invoices that are awaiting payment. The VAT claim for QE 31.12.22 has been submitted which amounted to nearly £23,000 relating to the car park project. The Clerk recommended that a payment of £60,000 should be transferred from the Unity Trust account to the current account. The Council <b>resolved</b> this transfer which will need to be authorised by a Councillor via online banking.</p> <p>8.7 To consider boundary fence to rear of car park and associated costs During the site visit on the 11 January it was noted that the rear boundary fence is in a poor state of repair and due to the stream being accessible this could be a potential risk for users of the car park. The Clerk is obtaining a quote to reinstate the fencing with wire stock fencing so that children/dogs cannot enter this area.</p> <p>8.8 To consider any further action points and associated costs It was confirmed insurance cover was put in place due to practical completion being expected to take place on the 11 January and this would be left in place as it was hopeful the car park would be open within a few weeks time.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
9.	<p><b>Traffic/Highways</b></p> <p>9.1 Report from meeting with Westmeston Parish Council A meeting was held today with Cllr. Stapleton and Farrands together with Cllrs. R Mills, C Mills and Clark of Westmeston Parish Council and their Clerk. Cllr. Stapleton reported that the main concern was that Ditchling Parish Council seemed to wish to control the project through the newly formed Traffic Committee and they were concerned they were not being kept in the loop. It was noted that Westmeston and Streat Parishes both have representation on the Traffic Committee and are invited to meetings. Westmeston noted that there was a risk that the proposals for Ditchling might increase traffic in Spatham Lane but these views were discussed and it was conceded</p>	

	<p>that the proposals would not have this effect and Cllr. Stapleton requested that Motion would be asked to confirm this in the Phase 2 report. It was also suggested that the Beacon Traffic Group might be reconvened when Phase 2 of the report has been finalised and the public consultation stage started. In respect of implementation of individual schemes it was expected that individual schemes would be the responsibility of the individual Parish Councils.</p> <p>9.2 Update on traffic consultancy project and associated costs The Clerk had reported that Motion had advised that to purchase the required mapping information would be £1,898 plus VAT. It was noted that the Clerk could potentially access the O/S maps and this would be looked into and ESCC Highways might be able to provide the mapping at a further reduced rate. The Council <b>resolved</b> the costs of £1,898 plus VAT if the maps could not be obtained via other sources and this expenditure would come from the S106 funds available for the project.</p> <p>9.3 To review issues with fly tipping on Underhill Lane and response from ESCC Highways Following a report from the Underhill Lane Residents Association the matter of fly tipping was discussed. The Clerk had contacted ESCC Highways to ask them about the mobile cameras that were thought to be available from LDC but had not yet received a response. It was suggested that we contact the County Councillor in respect of this issue but it was noted the Council had no powers to deal with fly tipping and this was the District Councils responsibility.</p>	Clerk
10.	<p><b>Scout Hut</b> 10.1 To consider setting up a working party in respect of the future of the Scout Hut building The Council <b>resolved</b> to set up a working party comprising Cllr. Rowling (Chair) and Cllrs. Ingham, Orme, Madden and Stapleton. The Clerk advised that a report is being put together with information in respect of the lease and from the Scouts.</p>	Clerk
11.	<p><b>Finance</b> 11.1 To approve the schedule of payments for January 2023 The schedule of payments was circulated and payments amounting to £138,278.61 was <b>resolved</b> by the Council. 11.2 To receive the bank reconciliations The bank reconciliations for the 31.12.2022 were circulated and <b>resolved</b>. It was noted the Clerk is awaiting the annual bank statement from NS&amp;I. 11.3 Q3 Finance Report – 31.12.22 The Finance Report was circulated and noted. 11.4 Review of Financial Regulations The Finance Regulations were reviewed by Cllr. Orme and the Clerk and comments circulated to the Council. A marked-up version of the suggested amendments will be prepared for the next meeting.</p>	Clerk
12.	<p><b>Correspondence &amp; Consultations</b> 12.1 Report from MP The report was circulated and noted. Cllr. Rowling advised she was attending a meeting being held in respect of planning on the 19 January which MP Maria Caulfield was attending. 12.2 Levelling-up and Regeneration Bill – refers to national planning policy consultation – 23 March 2023 It was noted that a webinar was being held in respect of this subject and Cllr. Rowling and the Clerk would be attending. 12.3 Draft Funding Strategy Statement – East Sussex Pension Fund – 20 January The Council <b>resolved</b> to submit a NIL return. 12.4 SDNP Local Plan Review Update It was noted that the timetable has changed and currently there is no requirement to confirm if the Council is going to carry out a review of the Neighbourhood Plan.</p>	
13.	<p>Reports from representatives on outside bodies, events and training. It was noted that Cllr. Rowling and the Clerk are attending appraisal training. Cllr. Rowling advised she will attend the SDNP Workshop in March.</p>	

14.	<b>Future meeting dates and items for future agenda</b> Parish Council Meeting – 27 February 2023 at 7pm	
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The meeting closed at 20:22 hrs.

Date	Payee Name	Total	
03/01/2023	Ditchling Village Hall	213.54	parish office rent
05/01/2023	Harry Stebbing Workshop	1,444.50	burial ground noticeboard
05/01/2023	Pear Technology	108.00	maplink support/updates
05/01/2023	Lewes District Council	33.60	waste bin emptying
05/01/2023	GTA Civils & Transport	225.00	Car park professional fees
05/01/2023	Vision ICT	210.00	web hosting and support
05/01/2023	Barcombe Landscapes Ltd	5,928.00	grounds maintenance - June to Dec
05/01/2023	Ditchling Village Hall	25.00	hall booking
05/01/2023	Gould Baxter	5,700.00	contract admin car park
05/01/2023	The Monday Group	500.00	grant awarded
05/01/2023	Ditchling FPTA	1,300.00	grant award
05/01/2023	Ditchling S & W Sports Group	200.00	grant award
05/01/2023	Mercedes Madden	59.10	refreshments
05/01/2023	Sarah Mamoany	14.70	expenses
09/01/2023	BT	151.70	phone/broadband
11/01/2023	Gallagher	276.09	car park insurance
30/01/2023	Staff Salaries	1,665.06	January salaries
30/01/2023	HMRC	496.83	PAYE January
30/01/2023	East Sussex Pension Fund	564.48	staff pensions
03/01/2023	In Reach Print	49.14	photocopier
05/01/2023	DGP Logistics PLC	118,433.87	valuation certificate car park construction legal fees in association with Scouts Hut/Car Park
29/12/2022	Surrey Hills Solicitors	780.00	
		<b>138,378.61</b>	