

## 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 24 April 2023 at 6.30pm

Present: Cllrs Madden (Chair), Farrands, Rowling, Orme, Sansom, Barna and Stapleton.

Sarah Mamoany (Clerk)

Public Participation:

4 members of the public

A member of the public commented on the date noted on the Business Plan meeting which must be incorrect as it stated the 21 May.

A member of the public noted that the larger trees in the new car park were being damaged by rabbits eating the bark.

4	Declarations of Interact. No declarations of interact were made	
1.	Declarations of Interest – No declarations of interest were made.	
2.	Apologies of absence – Apologies were received from Cllr. Ingham and Jones.	
3.	To approve the minutes of the Parish Council meeting held on the 27 February 2023 and 27 March 2023 The minutes of the meetings held on the 27 February 2023 and 27 March 2023 were resolved and duly signed by the Chair as an accurate record of the meeting.	
4.	<ul> <li>Actions from previous minutes</li> <li>It was noted a meeting with MP Maria Caulfield in respect of traffic will be held on the 25 April at 5pm with Cllr. Barna, Farrands and Stapleton attending.</li> <li>A meeting was held with the SDNP in respect of the interpretation board for the car park. The estimated costs would be around £1,500 but funding could be available from the SDNP or ClL grant funding. It will probably take a period of 6 months from design to installation.</li> <li>A letter was sent to the Secretary of the Turner Dumbrell Foundation to thank them for the donation of £20,000 towards the playground project.</li> <li>It was noted the Ditchling Newcomers Party was cancelled.</li> </ul>	
5.	Clerks Report The Clerks report was circulated and noted.	

6.	Planning	
	The following comments were <b>resolved</b> by the Council	
	6.1 SDNP/23/01354/FUL - Ditchling Museum of Art And Craft Lodge Hill Lane	
	Ditchling BN6 8SP - Re-covering of slate roof over principal exhibition space using	
	natural slate, replacement of timber windows with same profiles and double	
	glazing, installation of a stepped access adjacent to the museum entrance - No	
	objection. The Council would like to comment that as a previous application looked at the	
	possibility of solar panels perhaps consideration should be taken in respect of	
	sustainability to install solar roof tiles, this would save on the costs of the slates for the	
	roof and is also more aesthetically pleasing on a building than the solar panel system.	
	6.2 SDNP/23/01188/HOUS - Radley Common Lane Ditchling BN6 8TN - Erection of	
	single-storey side extension and alterations to ground floor fenestration No	
	objection.	
	6.3 SDNP/23/01262/HOUS - Bulls Brow Common Lane Ditchling BN6 8TN -	
	Demolition of outbuilding and erection of two-storey annexe – No objection, however,	
	the annexe should be ancillary to the main dwelling.	
	6.4 LW/23/0109 - Lone Oak Farm Spatham Lane Westmeston BN6 8XL - Erection of	
	part single storey and part two storey extension to the front elevation, alterations to	
	fenestration including 2no. dormer style windows and balcony to front elevation	
	and 3no. dormer style windows to rear – no objection.	
	elevation 6.5 SDNP/23/01527/TCA - 44 North End Ditchling BN6 8TF - T1 - Beech -	
	Remove to ground level and grind stump T2 - Beech - Remove to ground level and	
	grind stump T3 - Lime - Remove to ground level and grind stump – no objection.	
	6.6 SDNP/23/01658/TPO - Dumbrells Court North End Ditchling BN6 8TG - Robinia -	
	Crown reduce east facing laterals by 2.5m, remove deadwood and crown lift to 3m,	
	and removal of deadwood branches, and crown lifting to a height of 3m 945 -	
	Sycamore - Reduce overall size of crown by 3m or carefully fell to near ground	
	level, and reduction of lateral branches suitable growth points 946 - Hawthorn-	
	Crown lift to 3m from ground level. – no objection.	
	6.7 Any other applications received since publication of the agenda.	
	None to note.	
7.		
	Car Park Project	
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	Gould Baxter are chasing the sample of the top-dressing chippings for approval prior to	
	the work commencing.	
	7.4 To review directional signage and associated costs	
•	This information has not been received by ESCC Highways.	
8.	Recreation Ground & Burial Ground	
	8.2 To consider quote for football pitch end of season renovations work	<u>.</u>
	A quote had been received for the sum of £5,500 for the renovation work and a cost had	Clerk
	been obtained for the Council purchasing the sand direct, which reduced the quote to	
	£4,574 plus VAT where applicable. The Council <b>resolved</b> to proceed with the	
	renovations work as per the quote.	
	8.2 To consider survey in respect of playground project and associated costs	
	A draft survey had been circulated by Cllr. Farrands and it was suggested that this	
	needed to be reduced to a simplified list of questions, a draft of which was also circulated.	
	The Council <b>resolved</b> to move forward with producing an online survey in the shortened	
	version which could be promoted in the local magazine for distribution in June. It was	Clerk
	noted the survey needed to promoted by the Parish Council with responses being	
	submitted to the Council. The Clerk had researched the software available for surveys	
	and it seems that a subscription would be required to cover the type of survey needed and	
	the Council <b>resolved</b> a budget of £400 for an annual subscription.	
	8.3 To consider request from cricket club in respect of storage outside	
	groundman's hut	
	Ditchling Cricket Club has submitted a request for 3 wooden storage units to be located to	Clerk
	the rear of the groundsmans hut. The Council <b>resolved</b> that this was acceptable and	
	would need to be added to the lease.	
	8.4 To review groundman's hut lease to Ditchling Cricket Club	
	The draft lease with comments was circulated and it was noted that this should	
	incorporate the additional storage, request that the tenant reimbursed the landlord for the	Clerk
	insurance costs, the tenant would be required to insure the contents of the building and	
	the clause in respect of the grounds keeping duties and maintenance should be looked at	
	and advice sought from the Council's solicitor.	
9.	Traffic and Highways	
	9.1 Update on traffic consultancy project and associated costs	
	It was noted that Jon Wheeler (ESCC Highways) had still not responded with comments	
	to the Phase 1 report. Cllr. Stapleton suggested that the Council accept the draft Phase 2	
	report on the basis that this would not go out to public consultation until it had been	
	reviewed by ESCC Highways. The Clerk recommended that ESCC reviewed the Phase 1	Clerk
	report prior to the consultant sending it to the Council due to previous experience of	
	issues where Highways were not in agreement with traffic schemes. The Council	
	resolved to instruct Motion to issue the draft document without Highways reviewing it on	
	the understanding it would not go out to public consultation until approved by Jon Wheeler	
	(Highways). Motion had advised the Phase 2 report will be completed by the end of April.	
	9.2 To consider payment of invoice in respect of contribution towards the Spatham	
	Lane speed reduction works	
	The Council <b>resolved</b> to pay the invoice from Westmeston PC for the sum of £6,800	Clerk
	towards the costs of the implementation of the speed limit reduction in Spatham Lane.	
	This will come from the budget for traffic in 2022/23.	
10.	Dame Isabella Sprotts Eleemosynary Charity	
	10.1 To appoint trustees to the Dame Isabella Sprotts Eleemosynary Charity	Clerk
	The Council <b>resolved</b> to appoint Cllrs. Madden and Stapleton as trustees.	
11.	Finance	
	11.1 To approve schedule of payments for April 2023	
	The schedule of payments for the sum of £13,759.22 was <b>resolved</b> by the Council.	
	11.2 To approve bank reconciliations for 31.03.2023	
	The bank reconciliations had been circulated to all Councillors, with the exception of the	
	NS&I. Cllr. Orme confirmed that he had signed off the bank reconciliations for all	
	NS&I. Cllr. Orme confirmed that he had signed off the bank reconciliations for all accounts which were <b>resolved</b> by the Council; this included the NS&I account which had	

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	how been closed and the statement had been received. <b>11.3 To review and approve the fixed asset register 31 March 2023</b> The amended asset register was circulated and <b>resolved</b> by the Council. The Clerk will check the position with leased land and if it should be added to the register and also it was questioned if the repairs to the street lights should be added.	Clerk
12.	Correspondence and Consultations	
	12.1 Report from MP	
	This was circulated and noted.	
	12.2 DLUHC Consultation on Infrastructure Levy	
	This was noted and no comments were made.	
	12.3 East Sussex Pension Fund Consultation on changing policies	
	Cllr. Sanson offered to speak to the Pension Fund administration to get a better understanding of the potential changes and report back to the Council.	Cllr. Sansom
		Sansom
	It was noted correspondence had been received by individual Councillors from a local	
	business in respect of the items that another business was selling in the village. The	
	Council noted that it is not their place to intervene in what businesses choose to sell.	
	The Clerk reported a 'permission to dig' request had been received for Farm Lane in	
	relation to the installation of fibre cabling. Cllr. Stapleton suggested that the Council	Clerk
	should not sign any agreement unless it was checked by a solicitor and the costs of this	
	paid for by the utility company. The Council <b>resolved</b> this and the Clerk will make the	
	necessary enquiries.	
13.	Reports from representatives on outside bodies, events and training	
	Cllr. Barna advised that Spatham Lane have set up their own Speed Watch group. Cllr.	
	Barna has signed up to the online Climate Change course on the 9 and 16 May and noted that NALC have some website resources available. A new local Climate Change group h	
	also been set up and will be in contact with the Council.	
14	Future meeting dates	
1-4.	Annual Parish Council Meeting – 15 May 2023 at 7pm	

The meeting closed at 19:48 hrs.

Schedule of payments April 2023

Date	Payee Name	£ Total Amnt	
01.03.2023	Post Office	£3.45	postage
03.04.2023	Ditchling Village Hall	£213.54	rent for Parish Office
31.03.2023	Gould Baxter	£600.00	contract administration car park
31.03.2023	InReach	£75.19	photocopier
31.03.2023	Lewes District Council	£33.60	bin emptying fees
01.04.2023	ESALC Ltd	£638.99	ESALC/NALC subscriptions
01.04.2023	Surrey Hills Solicitors	£228.00	general legal advice - lease Scout Hut
03.04.2023	Post Office	£3.10	postage
01.04.2023	Ditchling Village Hall	£35.00	hall hire
18.04.2023	ESALC Ltd	£240.00	Business Planning meeting visioning exercise
12.04.2023	Zoom	£15.59	remote meeting subscription
09.04.2023	ВТ	£178.02	phone/broadband
12.03.2023	Adobe	£13.14	software
04.04.2023	Bright	£82.80	Payroll software

	Westmeston Parish		25% costs of 40mph Spatham Lane scheme
30.03.2023	Council	£6,800.00	Community Match
28.04.2023	Staff salaries	£2,011.79	April salaries
28.04.2023	HMRC	£583.23	PAYE April
28.04.2023	East Sussex Pension Fund	£543.50	staff pensions
28.04.2023	InReach	£48.86	photocopier
19.04.2023	Simon Woodley	£912.00	post and rail fencing to car park boundary
24.04.2023	Viking	£55.42	stationery
19.04.2023	Simon Woodley	£444.00	mowing, burial ground bin, playground repairs

## £13,759.22