



DITCHLING PARISH COUNCIL

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Minutes of the Ditchling Parish Council Meeting held at Ditchling Village Hall, Ditchling on Tuesday 24th September 2024 at 7pm

Present: Cllrs Barna, Farrands, Godley, Ingham, Orme and Sansom (Chair)
Tracey Euesden (Clerk)

Not Present: Cllr Linstead.

Public Participation:

1 member of the public was present.

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| 59. | Apologies for absence. Apologies were received and accepted from Cllrs. Madden, Rowling, Seddon and Stapleton. |
| 60. | Declarations of interest. Cllr Ingham declared a personal interest in agenda item 8. |
| 61. | To Approve the minutes of the meeting of the Council held on the 30th July 2024. The Minutes were APPROVED and signed by the Chair. To Approve the minutes of the Extraordinary meeting of the Council on 10th September 2024. The Minutes were APPROVED and signed by the Chair. |
| 62. | Actions from previous minutes. Min 12.2 (May 2024) Social Media and Press Policy – Ongoing. Min 25.1 Car Park. See agenda item 7. Min 30.1 Emergency / Resilience Plan. Cllr Madden and the Clerk to attend Emergency Planning Training on 23 rd October 2024. Actions from the last meeting on 30th July 2024. Min 42.2 Extraordinary Meeting to be arranged. Completed Min 42.3 Review of insurance cover levels. Insurance renewed. Min 43.4 To open a 35 day notice Savings Account with Redwood. Account Opened – funds to be transferred. Min 44.3 To inspect drive way to Burial Ground (PF). Cllr Farrands and the Clerk inspected the drive way and concluded no action to be taken. Min 45.1 To arrange Community Match Appraisal – Traffic Working Party to submit report and recommendations for consideration at the next meeting. Min 46.1 To arrange meeting with lantern manufacturers (Robert S) Min 46.2 To draft letter to landowners re obscured lanterns. Template letter drafted. |
| 63. | Clerk's Report. The Clerk's report had been circulated with the agenda papers. |

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| 64. | <p>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</p> <p>The Following Applications were discussed.</p> <p>64.1 SDNP/24/02958/LIS: 11 East End Lane. Replacement of existing timber single glazed windows with new timber double glazed units to match existing fenestration style and appearance. It was RESOLVED to submit a comment of NO COMMENT but welcoming that the matching units will provide energy saving improvements.</p> <p>64.2 SDNP/24/03395/FUL: 5 High Street. Change of use of the ground floor and basement from business to residential including installation of new window. It was RESOLVED to submit a comment of NO COMMENT.</p> <p>64.3 Comments submitted since the last meeting under delegated powers were ratified.</p> <p>64.4 Appeals: The following appeals had been lodged.</p> <ul style="list-style-type: none"> • SDNP/24/01000/DCOND: Land West of the Drove. Appeal Lodged against split decision. • SDNP/24/00604/HOUS: 18 South Street. Appeal lodged against refusal of planning consent. • SDNP/24/01227/HOUS: Stag Cottage, 21-23 East End Lane. Appeal lodged against refusal of planning consent. <p>64.5 National Planning Policy Framework (NPPF): To Consider support for Letter from Leader, Lewes District Council and Cabinet Member for Planning and Infrastructure on the Government's new proposals in relation to the NPPF. Cllr. Rowling had drafted a response to the NPPF Consultation, and this had been distributed to Councillors for review prior to the meeting. It was AGREED: <i>To submit the response drafted by Cllr Rowling as the Parish Council's response to the Consultation.</i></p> |
| 65 | <p>Car Park Project Update.</p> <p>65.1 Final Certificate and Certified Payment Request. A site visit took place on 21st August, and it was reported that the snagging issues identified have now been addressed. It was also noted that the solar lamp is now working. Gould Baxter have issued the Final Certificate and DGP Plc have submitted the outstanding invoices for payment.</p> <p>65.2 Interpretation Board – Update. It was reported that the panels have now been installed.</p> <p>65.3 Ongoing Maintenance Plan. The Clerk reported that Mr Woodley had agreed to take on the Maintenance Plan going forward, and he would be asked to provide a break down of time needed and associated costs in order for the council to budget efficiently.</p> |
| 66. | <p>Ditchling Gardens Update.</p> <p>66.1 Update on Engagement of Sales Agent. The Clerk had made contact with Batchellor Monkhouse, and it was hoped that a meeting with the Working Group would be arranged shortly.</p> |
| 67. | <p>Finance.</p> <p>67.1 To approve schedule of payments for September 2024 (plus any additional invoices to be noted at the meeting) and ratification of payments for August 2024. Members had been provided with a revised schedule of payments including invoices received since the publication of the agenda. The Payment Schedules were APPROVED.</p> <p>67.2 To receive bank reconciliations for July & August 2024. The documents were NOTED.</p> |

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| | <p>67.3 Budget Review. Members had been provided with a copy of the budget to the end of August and the document was NOTED.</p> <p>67.4 To appoint Mr K Robertson to undertake Internal Audit Services for the financial year 2024-2025. It was AGREED: <i>That Mr K Robertson be appointed to undertake Internal Audit Services for the current financial year.</i></p> |
| 68. | <p>Recreation Ground & Burial Ground.</p> <p>68.1 To Approve Working Group's shortlist of contractors and to approve small budget to finance public event to display the designs. Councillors had been provided with a report from Cllr Farrands containing the results of the tender evaluation exercise. The shortlist of 3 designs will now be displayed for feedback from the community before the Working Group makes the final decision on the successful contractor. A small budget had been requested to facilitate the feedback event. Cllr Orme Proposed the sum of £250, Seconded Cllr Barna and AGREED: <i>That the three shortlisted designs be displayed for community feedback and a budget of £250 be allocated to facilitate the event(s).</i></p> <p>68.2 To Consider Quotations for Hedge Cutting at Recreation Ground. The following 3 quotations had been received: 1) <i>Hand cut of all hedges as specified in site meeting. (disposal of cuttings not included) £250 per day (estimated at 2 weeks)</i> 2) <i>Machine cut of all hedges as specified in site meeting (cuttings to be left on site) £2,630 Excluding Vat.</i> 3) <i>Hand cut of all hedges as specified in site meeting (including disposal of cuttings) £3,500 Excluding VAT.</i></p> <p>The quotations were discussed, and it was AGREED. <i>To Accept quotation number 3.</i></p> <p>68.3 To Consider request from local resident to form a new youth football team and to allow use of the recreation ground at no cost for the current season. A local resident had requested permission for a newly formed youth football team to use the recreation ground for training sessions during Saturday afternoons and Sunday mornings, avoiding the times when Plumpton Athletic Junior Football Club will be playing matches. The request was APPROVED for the current season with a proviso that the requirements of all users of the recreation ground are reviewed prior to the 2025 / 2026 season.</p> <p>68.4 To Consider Adoption of New Burial Ground Policy. This document containing amendments suggested by Members had been distributed and with one further amendment, was ADOPTED.</p> |
| 69 | <p>Office Administration.</p> <p>69.1 To Consider quotation for migration to Office 365. The Clerk had obtained a quotation to migrate the councils' documents and files to Office 365 at a cost of £1,000 excluding license costs. The quotation was APPROVED, and the Clerk was asked to obtain a plan of activity from the IT specialist with a view to completion of the migration by the end of 2024.</p> |
| 70. | <p>Consultations and Communications.</p> <p>70.1 SDNPA – Invitation to SDNPA Parish Meeting – Wednesday 2nd October 2024 – 6.30pm. Cllrs Barna and Stapleton had agreed to attend.</p> |
| 71 | <p>Events.</p> <p>71.1 Remembrance Day Parade – Sunday 10th November 2024. The Clerk had distributed the Risk Assessment and Activity Plan for this event and an application for a "Rolling Road Closure" to facilitate the parade had been submitted to ESCC.</p> |

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| 72. | <p>Next meeting date.</p> <p>72.1 Parish Council Meeting 22nd October 2024 – 7pm</p> |
| | <p>Actions taken forward.</p> <p>From previous meetings:</p> <ul style="list-style-type: none"> • Min 12.2 Social Media and Press Policy – Ongoing. • Min 30.1 Emergency / Resilience Plan. Ongoing • Min 46.1 To arrange meeting with lantern manufacturers (Robert S) <p>From this meeting:</p> <ul style="list-style-type: none"> • Min 64.5 NPPF Consultation. To submit the response drafted by Cllr Rowling as the Parish Council's response to the Consultation. (Clerk) • Min 65.3 Car Park Maintenance Plan. To obtain a break down of time needed and associated costs (Clerk) • Min 66.4 Internal Audit. To appoint Mr K Robertson be appointed to undertake Internal Audit Services for the current financial year. (Clerk) • Min 67.1 Playground. To Arrange Community feedback events. (Working Group) • Min 67.2 Hedge Cutting. To Agree quotation number 3 (Clerk) • Min 68.1 Office 365. To Agree quotation and obtain activity plan. (Clerk) |

The meeting closed at 8.15 pm.