



## DITCHLING PARISH COUNCIL

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### Minutes of the Ditchling Parish Council Meeting held at Ditchling Village Hall, Ditchling on Tuesday 22<sup>nd</sup> October 2024 at 7pm

Present: Cllrs Barna, Farrands, Godley, Linstead, Madden (Chair) Orme, Rowling, Sansom and Seddon  
Tracey Euesden (Clerk)

Public Participation:

1 member of the public was present.

73.	<b>Apologies for absence.</b> Apologies were received and accepted from Cllrs. Ingham and Stapleton.
74.	<b>Declarations of interest.</b> There were no declarations of interest.
75.	<b>To Approve the minutes of the meeting of the Council held on the 24<sup>th</sup> September 2024.</b> The Minutes were <b>APPROVED</b> and signed by the Chair.
76.	<b>Actions from previous minutes.</b>  Min 12.2 (May 2024) Social Media and Press Policy – See agenda Item 13.1 Min 30.1 Emergency / Resilience Plan. Cllr Madden and the Clerk to attend Emergency Planning Training on 23 <sup>rd</sup> October 2024. Min 64.5 NPPF Consultation. To submit the response drafted by Cllr Rowling as the Parish Council's response to the Consultation. Completed Min 65.3 Car Park Maintenance Plan. See agenda item 7.1 Min 66.4 Internal Audit. Completed Min 67.1 Playground. See agenda item 10.1 Min 67.2 Hedge Cutting. Completed. Work to be carried out 30 <sup>th</sup> October. Min 68.1 Office 365. Completed
77.	<b>Clerk's Report.</b> The Clerk's report had been circulated with the agenda papers.
78.	<b>Planning - for full details of planning applications listed below please go to <a href="https://www.southdowns.gov.uk/planning-applications/">https://www.southdowns.gov.uk/planning-applications/</a> or <a href="https://www.lewes-eastbourne.gov.uk/planning-and-building-control">https://www.lewes-eastbourne.gov.uk/planning-and-building-control</a></b>  The Following Applications were discussed.  78.1 <b>SDNP/24/003930/HOUS:</b> 14 South Street. Retrospective amendments to SDNP/21/05960/HOUS to include single storey side extension to replace existing conservatory. was <b>RESOLVED</b> to submit a comment of <b>NO COMMENT</b> .

	<p>78.2 <b>SDNP/24/04180/TCA:</b> Cottage Homes, Common Lane. T1 Weeping Willow Re-pollard back to previous pruning points. It was <b>RESOLVED</b> to submit a comment of <b>NO COMMENT</b>.</p> <p>78.3 <b>Mid-Sussex District DM/23/0532:</b> Land rear of 96 Folders Lane, Burgess Hill. Development of 40 dwellings (including 12 affordable homes) with access from Phase 1, provision of car parking, access roads and landscaping. As with previous applications for development in nearby / adjacent parishes, Cllr Orme suggested that this parish council should submit a representation requesting that if the application is approved, consideration be given to allocating s106 funds to mitigate the adverse impact of the development on traffic in the neighbouring villages. This was <b>AGREED</b>.</p> <p>Applications received since the publication of the agenda.</p> <p>78.4 <b>SDNP/24/03930/HOUS:</b> 16 Shirleys. Single storey front extension. It was <b>RESOLVED</b> to submit a comment of <b>NO COMMENT</b>.</p>
79	<p><b>Car Park Project Update.</b></p> <p>79.1 Ongoing Maintenance Plan. The Clerk reported that Mr Woodley had estimated that one day per fortnight would be required during the summer months to carry out the maintenance works with one day per month during the winter months. This would be incorporated into the budget by the Finance Committee.</p>
80.	<p><b>Ditchling Gardens Update.</b></p> <p>66.1 Update on Engagement of Sales Agent and Review of Sales Particulars. The Working Group has met with Batchellor Monkhouse and a site visit has been carried out. As the Sales Particulars had only recently been received, Cllr Rowling offered to collate comments and it was <b>RESOLVED</b> that the working group would be tasked to approve the finalised sales particulars with Batchellor Monkhouse. The Clerk had obtained one quotation for conveyancing services and had approached two other solicitors for comparison quotes for consideration by the working group.</p>
81.	<p><b>Finance.</b></p> <p>81.1 To approve schedule of payments for October 2024 (plus any additional invoices to be noted at the meeting). Members had been provided with a revised schedule of payments including two further invoices received since the publication of the agenda. The Payment Schedule was <b>APPROVED</b>.</p> <p>81.2 To Consider Adoption of Financial Regulations based on the NALC 2024 Model Template. Members had been provided with the draft document and the following amendments were made.</p> <p>FR 5.20 To Read “ An official order by email or letter be issued for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained along with evidence of receipt of goods.</p> <p>FR6.2 Remove the words “wherever possible” and replace with “other than as set out in 6.9”</p> <p>Removal of regulations FR 13.7 and FR13.8.</p> <p>With these amendments, the Financial Regulations were <b>ADOPTED</b>.</p> <p>81.3 To receive bank reconciliations for September 2024. Cllr Orme reported that he and the Clerk had carried out the reconciliation process and the documents were <b>NOTED</b>.</p> <p>81.4 Budget Review and Proposals for 2024 / 2025 budget. Members had been provided with a copy of the budget to the end of September and the document was <b>NOTED</b>. The Clerk had</p>

	<p>drafted proposals for the 2025 2026 budget and a meeting of the Finance Committee would be arranged to consider these proposals and make recommendations for the 2025 2026 Precept for consideration at the next meeting of the council in November.</p>
82.	<p><b>Recreation Ground &amp; Burial Ground.</b> 82.1 Update on public events to display shortlisted designs. Cllr Farrands reported that two events were being planned. One at the Village Hall on Saturday 9<sup>th</sup> November for the general public to view and comment upon the shortlisted designs and one for the schoolchildren, parents and carers at the school on Friday 8<sup>th</sup> November. The feedback received will enable the working group to choose the final design. The matter of funding was raised and whilst it was acknowledged that the outcome of grant and future CIL applications were as yet unknown, some members suggested that the project was overdue in the eyes of the public and should be prioritised for delivery in 2025.</p>
83.	<p><b>Traffic Working Party.</b> 83.1 To receive report and to consider recommendations therein. In the absence of Cllr Stapleton, Cllr Orme described working party's plans for its priority projects and requested the council's support for the following.</p> <ul style="list-style-type: none"> <li>• Mobile Speed Indicator Devices (MSIDs) - To consider allocation of £10,000 in 2025 2026 budget for installation in at least two locations. <i>(approved at the council meeting on 30<sup>th</sup> July Min 45.1)</i></li> <li>• Gateway &amp; Buildouts - To consider support for construction of Gateways and Buildout / Crossover proposals, prioritising Beacon, Clayton and Keymer Roads.</li> <li>• To support and work with local residents to progress individual schemes.</li> <li>• To support CIL funding applications to SDNP and LDC and to ESCC for match funding schemes.</li> <li>• To ratify cost of £500 for feasibility study for the proposed extension of 20 mph zone and improvements to the village crossroads. <i>(approved at the council meeting on 30<sup>th</sup> July Min 45.1)</i></li> <li>• To appoint an additional member to the working party.</li> </ul> <p>It was <b>RESOLVED</b> To support the above actions and to <b>APPOINT</b> Cllr Linstead to the working group.</p>
84.	<p><b>Office Administration.</b> 84.1 To Consider quotation for cloud based finance software package. Following the migration to Office 365, the Clerk had obtained a quotation to upgrade the current finance software to a cloud based product that can be accessed remotely at £ 330 plus VAT. The quotation was <b>APPROVED.</b></p>
85.	<p><b>Documents for Adoption.</b> 85.1 Social Media and Press Policy 85.2 Biodiversity Statement.</p> <p>Due to the late distribution of these documents to some councillors, these items were deferred until the next meeting.</p>
86.	<p><b>Consultations and Communications.</b> 86.1 The Clerk reported that one request for information under the Freedom of Information Act had been received.</p>
87.	<p><b>Events.</b> 87.1 Remembrance Day Parade – Sunday 10<sup>th</sup> November 2024. Members were reminded of the details of the parade and service.</p>
88.	<p><b>Next meeting date.</b> 88.1 Parish Council Meeting 26th November 2024 – 7pm.</p>

	Members were informed that there will be no meeting in December.
	<p><b>Actions taken forward.</b></p> <p><b>From previous meetings:</b></p> <ul style="list-style-type: none"><li>• Min 30.1 Emergency / Resilience Plan. Ongoing</li><li>• Min 46.1 To arrange meeting with lantern manufacturers (Robert S)</li></ul> <p><b>From this meeting:</b></p> <ul style="list-style-type: none"><li>• Min 80. Ditchling Gardens Working Party to agree sales particulars and obtain quotes for conveyancing services. (working party)</li><li>• Min 81.4. Finance Committee meeting to be arranged (Clerk)</li><li>• Min 85.1 Documents to be added to agenda for adoption. (Clerk)</li></ul>

The meeting closed at 8.20 pm.

DRAFT