



## 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 Tuesday 27<sup>th</sup> May 2025

Present: Cllrs Madden (Chair), Farrands, Godley, Ingham, Orme, Rowling and Stapleton.

Tracey Euesden (Clerk)

District Councillor Paul Mellor

#### Public Participation:

9 members of the public were present at the meeting.

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| 1. | <b>Election of Chairman and signing of Declaration of Office</b><br>Cllr. M. Madden was proposed as Chair by Orme and seconded by Cllr. Rowling. It was <b>RESOLVED</b> that Cllr. Madden was elected as Chairman and the Declaration of Office was signed and witnessed by the Clerk.   |
| 2. | <b>Election of Vice Chairman and signing of Declaration of Office</b><br>In his absence, Cllr. R. Sansom was proposed as Vice Chair by Cllr. Madden and seconded by Cllr. Stapleton and it was <b>RESOLVED</b> that Cllr. Sansom was elected as Vice Chair and the declaration of office would be signed at the earliest opportunity.  |
| 4. | <b>Apologies of absence</b> – Apologies were received from Cllrs Barna and Sansom.   |
| 5. | <b>To approve the minutes of the Parish Council meeting held on the 29<sup>th</sup> April 2025.</b><br>The minutes of the meeting were <b>APPROVED</b> and duly signed by the Chair as an accurate record of the meeting.  |
| 6. | <b>Actions from previous minutes</b> <ul style="list-style-type: none"><li>• Min 46.1 To arrange meeting with lantern manufacturers (Clerk) Cllr Sansom will make direct contact.</li><li>• Min 101.1 To commence drafting a Communications Strategy (All) Ongoing.</li><li>• Min 129.1 To draw up paper containing budget projections (R Sansom / Clerk) Ongoing.</li><li>• Min 148.2 To submit claim for compensation from Southern Water (Clerk) Completed – claim rejected.</li><li>• Min 166.2 To carry out inspection of burial ground (ER / Clerk) Ongoing. Cllr Ingham has also offered to take part.</li><li>• Min 169.1 Make contact with ESCC regarding footpath improvements (Clerk) Ongoing</li><li>• Min 170.1 Contact Westmeston PC and ESCC regarding fingerpost improvements. (Clerk)</li></ul> |
| 7. | <b>Clerk's report.</b> The Clerk's report had been circulated with the agenda papers.  |
| 8. | <b>Planning</b><br>The following Applications were discussed.<br><br><b>8.1 SDNP/25/01143/PA3R</b> – Hand Built House, Change of use from Agricultural to E(a) to allow for use as a farm shop with no structural changes proposed. It was noted that this was an application to determine if prior approval is required for a proposed change of use or whether it could be classified as permitted development which would only be subject to traffic and safety considerations as opposed to a full planning application. It was felt that those traffic  |

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|    | <p>and safety considerations have not been addressed and more information regarding the number and size of delivery vehicles as well as shoppers should be required. Members commented that this was not a “Farm shop” as defined but that the classification would be determined in the prior approval certificate. The Clerk had contacted the planning officer for clarification of these matters but as a response had yet to be received, she was asked to follow up this enquiry with the above comments.</p> <p>It was <b>RESOLVED</b> to submit the comments above.</p> <p><b>8.2 SDNP/25/01974/LIS</b> – 1-3 South Street. Structural repairs to chimney breast, floor structure and tie beam.</p> <p>It was <b>RESOLVED</b> to submit a comment of <b><i>NO COMMENT</i></b></p> <p><b>8.3 SDNP/25/02020/FUL</b> – 85 Lewes Road. Demolition of dwelling and outbuildings and replacement with new dwelling, detached garage and pool, with associated landscaping. Members noted only material changes to a previous application which was refused. Those changes do not address the parish council’s original objections and it was suggested that these should be repeated.</p> <p>It was <b>RESOLVED</b> to submit a comment of <b><i>OBJECTION</i></b></p>   |
| 9. | <p><b>Election of Committee Membership, to include Chairman and Vice Chairman and Representatives on Outside Bodies</b><br/>The following appointments were <b>RESOLVED</b></p> <p><b>9.1 Recreation Ground and Burial Ground Committee.</b> Members were reminded that this committee was disbanded at the last Annual Meeting of the Council. However, in light of the plans for regular inspections of the burial ground, it was <b>RESOLVED</b> that it be replaced with a Working Group.<br/>Cllrs. Farrands, Godley, Ingham, Madden and Rowling.</p> <p><b>9.2 Finance Committee.</b><br/>Cllrs. Orme (Chair), Farrands, Godley and Madden</p> <p><b>9.3 Traffic Committee</b><br/>Cllrs. R. Stapleton (Chair), Barna, Farrands, Madden and Orme. The committee would also include representatives of Westmeston Parish Council, Underhill Lane Community Association and the Ditchling Society.</p> <p><b>9.4 Car Park Working Party.</b> Members were reminded that this Working Party was disbanded at the last Annual Meeting of the Council.</p> <p><b>9.5 Planning Working Party</b><br/>Cllrs. Rowling, Godley, Ingham, Orme and Stapleton</p> <p><b>9.6 Playground Working Party</b><br/>Cllrs. Farrands and Rowling plus resident representative..</p> <p><b>9.7 Ditchling Gardens Working Party</b><br/>Cllrs. Rowling, Madden, Orme, Seddon and Stapleton</p> <p><b>9.8 Ditchling Village Hall Management Committee Representative</b><br/>Cllr. Ingham</p> |

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|     | <p><b>9.9 Ditchling Village Association Representative</b><br/>Cllr. Madden</p> <p><b>9.10 Ditchling Pavilion Club Representative</b><br/>Cllr. Farrands &amp; Cllr Madden</p> <p><b>9.11 Lewes District Association of Local Councils Representative</b><br/>Cllrs. Madden and Stapleton</p> <p><b>9.12 East Sussex Local Council Association (ESALC) Representatives</b><br/>Cllrs. Madden and Rowling</p> <p><b>9.13 South Downs National Park Authority Representative</b><br/>Cllr. Rowling</p> <p><b>9.14 South Downs National Park Authority Board Representative – East Sussex</b><br/>There are currently no vacancies on the Board.</p> <p><b>9.15 Oldland Windmill Trust Trustee.</b><br/>Mr Andrew McKay</p> <p><b>9.16 Ditchling Community Land Trust Steering Group</b><br/>Cllr. Orme</p> <p><b>9.17 Staffing Committee</b><br/>Cllrs. Madden, Rowling and Sansom</p> |
| 10. | <p><b>Recreation Ground &amp; Burial Ground</b></p> <p><b>10.1 To receive final designs and costings for playground project.</b><br/>The quotation and layout had been distributed earlier in the day and whilst it was agreed that the designs look very exciting, it was suggested that Councillors had had little time to digest them and form their comments. It was <b>RESOLVED</b> to defer the matter until the next meeting.</p> <p>In the meantime, Cllr Rowling and Cllr Farrands will address any enquiries or comments made in order for the decision to be made on 24<sup>th</sup> June 2025.</p>   |
| 11. | <p><b>To Consider Documents for Adoption</b></p> <p><b>11.1 NALC Model Standing Orders 2025.</b> The Standing Orders were <b>ADOPTED</b>.</p> <p><b>11.2 Statement of Internal Controls.</b> Cllr Orme has suggested some amendments to the document and with these revisions, the document was <b>ADOPTED</b>.</p>  |
| 12. | <p><b>Documents for Annual Review</b></p> <p><b>12.1 Members Code of Conduct.</b> Reviewed – No amendments considered necessary.</p> <p><b>12.2 Terms of Reference for the Finance Committee.</b> Reviewed – No amendments considered necessary.</p> <p><b>12.3 Ditchling Parish Council Asset Register.</b> Reviewed – It was noted that the new Defibrillator Cabinet will be added for the current financial year.</p> <p><b>12.4 Members’ Acceptance to receive meeting papers by electronic means.</b> All Members present signed as acceptance.</p>  |
| 13. | <p><b>Finance</b></p> <p><b>13.1 To approve schedule of payments for May 2025.</b><br/>The schedule of payments for May were <b>APPROVED</b>.</p> <p><b>13.2 To Receive Bank Reconciliations for April 2025.</b> Cllr. Orme had reviewed the reconciliations which were duly <b>NOTED</b>.</p> <p><b>13.3 To receive the internal auditor’s year-end report 2024 2025</b><br/>The report was circulated and noted by the Council, no further actions were raised following the previous interim audit.</p> <p><b>13.5 To consider and approve the Annual Governance Statement for the financial year</b></p>   |

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|     | <p><b>ending 31.03.2025.</b> With the exception of box 3 which was answered No and box 9 which was answered N/A, the council answered yes to the Annual Governance Statements. The Council <b>APPROVED</b> the annual governance statement and this was signed as required by the Chair and Clerk.</p> <p><b>13.6 To approve the Accounting Statements for the financial year ending 31.03.2025</b><br/>The Council <b>APPROVED</b> the accounting statements which had been previously signed by the Clerk and was signed by the Chair.</p> <p><b>13.7 To confirm the dates of the period for the exercise of public rights – 03.06.25 to 14.07.25.</b> The dates for the period of the exercise of public rights were <b>APPROVED</b>.</p> |
| 14. | <p><b>General Power of Competence</b><br/><b>14.1 To consider the adoption of the General Power of Competence</b><br/>The Council <b>RESOLVED</b> to adopt the General Power of Competence as they qualify due to the Clerk holding the CiLCA qualification and the number of Councillors elected at the May 2023 election exceeds two thirds of the total number of Councillors.</p>  |
| 15. | <p><b>Parish Council Insurance.</b><br/><b>15.1 To Approve quotation for cover from Ecclesiastical Insurance Office PLC and to consider invitation to renew 3 year Long Term Agreement.</b> Cllrs Godley and Stapleton enquired about the sums assured and agreed to review these levels. In the meantime, It was <b>RESOLVED</b> to accept the renewal but decline to renew the 3 year Long Term Agreement.</p>   |
| 16. | <p><b>Streetlights</b><br/><b>16.1 Update on Lantern Replacement Programme.</b><br/>Of the 19 lanterns identified as requiring replacement, 12 have been actioned (although one of these has not worked since installation and has been reported). A quotation for a further 4 is being sought. Cllrs Ingham and Sansom will continue to monitor the lights and the Clerk will request results of the night time inspections undertaken by Balfour Beatty as they are carried out.</p>   |
| 17. | <p><b>Dame Isabella Sprotts Eleemosynary Charity – Update on appointment of Trustees.</b><br/>Cllr Stapleton explained that he and Cllr Madden were Trustees of this charity and that historically, the Parish Council nominates 4 Trustees who then proceed to nominate 4 further Trustees. The Charity was established to provide relief of poverty to the people of Ditchling and Cllr Stapleton described the challenges the board faces in seeking ways to reach those most in need but may not be aware of it or may be concerned about anonymity.</p>   |
| 18. | <p><b>Parish Office</b><br/><b>18.1 To consider appointment of Locum to cover the Clerk's annual leave.</b> It was <b>RESOLVED</b> that a locum would be appointed to cover the Clerk's annual leave.</p>  |
| 19. | <p><b>Future meeting dates</b><br/>Parish Council Meeting – Tuesday, 24<sup>th</sup> June 2024</p>   |
| 20. | <p><b>CONFIDENTIAL SESSION - Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public will be excluded from the following items on the grounds that the confidential matters to be discussed under item 140.1 below would be prejudicial in the public interest.</b></p> <p>20 .1 Ditchling Gardens – Update on Sales Process. A discussion took place about the latest developments, and it is hoped that contract of sale can be drafted shortly.</p>   |
|     | <p><b>Actions taken forward.</b></p> <ul style="list-style-type: none"> <li>• Min 101.1 To commence drafting a Communications Strategy (All) Ongoing.</li> <li>• Min 129.1 To draw up paper containing budget projections (R Sansom / Clerk) Ongoing.</li> <li>• Min 166.2 To carry out inspection of burial ground (ER / Clerk) Ongoing.</li> <li>• Min 169.1 Make contact with ESCC regarding footpath improvements (Clerk) Ongoing</li> <li>• Min 170 Contact Westmeston PC and ESCC regarding fingerpost improvements. (Clerk)</li> </ul>  |

The meeting closed at 8.25 pm.