



PLUMPTON PARISH COUNCIL

Minutes of the Parish Council Meeting held via E-meeting on 14th April 2020 at 19:30.

Present: Cllr N Beaumont – Chair (Cllr NB), Cllr Peter Morgan (Cllr PM), Cllr Nick Satchell (Cllr NS), Cllr P Stevens (Cllr PS), Cllr P Burford (Cllr PB), County Councillor Sarah Osborne (Cllr SO) and District Councillor R Banks (Cllr RB).

Absent:

Anita Emery (Clerk & RFO).

Members of the Public: 2

The AGENDA is as follows:

1. To accept apologies for absence
 - None
2. Declarations of pecuniary and disclosable interests in respect of matters to be discussed.
 - None
3. To Approve Minutes from Parish Council meeting held on 10th March 2020

Cllr NS wished it to be noted that the 2% increase in village hall and pavilion hire fees were not stated in the minutes. This was noted and agreed by Council.

MOP noted the defib training date – Clerk advised this had been cancelled due to the COVID-19 outbreak which happened after the last meeting and published minutes. All parties had been notified.

- **351: It was RESOLVED and AGREED that the minutes of the meeting held on 10th March 2020 were an accurate account of the meeting and were signed by the Chair.**

4. Clerk's Report on any Matters Arising from previous meeting.
 - Nothing to report.
5. Brief Report from the County and District Councillor on matters affecting this Parish.

County



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- Cllr Osborne reported that lead member meetings were currently taking place. A leaflet to households regarding Community Hub to help vulnerable is being issued jointly by ESCC and health authority. Cllr SO has raised questions to ESCC regarding care homes as no figures have been released regarding coronavirus cases. Cllr SO has been approached by landowners who have public footpaths on land asking for some to be closed due to social distancing. ESCC does not have any power/authority to close footpaths. The closure of South Road for patch working has been resolved satisfactory.
- Cllr PS raised with Cllr SO correspondence on setting up a community larder in the village and best practice in doing so. Cllr SO will liaise with Cllr R Banks regarding best way forward.
- Cllr SO raised concerns about reduction in people's income and the likelihood that some residents will be too proud to call on food banks. Cllr NB commented the village has an established good neighbour scheme. Cllr SO will write an article for the parish magazine.

District

- Cllr RB advised he had posted to the community Facebook page an up to date report which can be found at the back of these minutes.

6. Questions from Members of the Public – limited to a maximum of 15 minutes in total

- Cllr NB welcome to potential co-option candidates who were observing the meeting. MoP mentioned those who were not on social media regarding obtaining information of help throughout the village. A flyer would be helpful although Cllr NB commented residents were not comfortable with leaflets being posted through their doors during the crisis.

7. Planning applications

No planning applications received.

Decisions:

**The Old Mill House, Plumpton Lane
Installation of an 18 panel/6KW ground mount solar PV system
Permission Granted**

**51 East View Fields, Plumpton Green E Sussex
Single storey rear infill extension
Permission Granted.**

Noted by Council.



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8. Correspondence

- Clerk advised only correspondence for comment had been raised with Cllr SO and Cllr RB above.

9. To ratify decisions made over email due to COVID-19 between 16th March to date as per document provided.

- I. PPC decision to close Village Hall and Pavilion on the guidance of Government 16th March 2020.
- II. Decision to cancel April and May's FC/PC meeting – 20.3.2020 – update 6.4.2020 – remote meeting legislation now approved. Agreed to hold FC as part of PPC.
- III. Decision to cancel ASM and APM – 20.3.2020
- IV. Financial Assistance to Honeybees Pre-school to not pay Term 3 (Jan-April) due to Coronavirus outbreak. 20.3.2020
- V. Tiny Thai – using playing field car park for serving food – voted No as contrary to government advice on assembly - 23.3.2020
- VI. Government decision to lockdown for 3 weeks – agreed to close Playpark & Skatepark in line with advice 24.3.2020.
- VII. Cllr Beaumont and Clerk agreed to keep allotments open as per National Allotment Society's advice regarding social distancing.
- VIII. Cllr Satchell and Cllr Morgan approved for grass cutting to take place on an as and when basis during lockdown. 25.3.2020.
- IX. Cllr Satchell and Clerk agreed bar fridges can be purchased on Cllr Satchell credit card as long as a VAT receipt is provided to Clerk in order to reimburse. Company could not raise a proforma invoice. 2.4.2020.

- Cllr PS wished to comment against IV, that for transparency if Honeybees were to receive a financial support package from the Government which crossed over the financial relief the Parish Council have given, then the PC financial relief should potentially be paid back by Honeybees via the Government support package. This was noted and agreed by all members.

- **352: It was RESOLVED and AGREED to ratify items I to IX.**

10. Finance Committee

- 10.1 To approve expenditure as itemised on the schedules to 31st March and 1st April onwards
- 10.2 To approve year end and to date accounts at 31st March and 1st April onwards
- 10.3 To approve combined bank balances at 31st March and 1st April onwards

- Cllr PS advised the expenditure for PPC was high due to Lych Gate expenditure but this was covered by the grant received for it, plus associated VAT return.
- **353: It was RESOLVED and AGREED to adopt and approve items 10.1-10.3. (10.1 Appendix 1 £1850.59, Appendix 2 £17,379.97, Appendix 3 £1528.56 and Appendix 4 £1074.61.)**



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10.4 To approve Annual Governance Statement 2019/2020

Cllr NB

- **354: It was RESOLVED and AGREED that the Annual Governance Statement were read as correct by Cllr N Beaumont (Chair).**

10.5 To approve Accounting statement 2019/2020

Cllr NB

- **355: It was RESOLVED and AGREED to approve the Accounting statement for the year 2019-2020.**

11. Neighbourhood Plan Update

- Cllr NB advised there was no update.

12. Update on Gypsy/Traveller site

- Cllr NB advised nothing to report

13. To note and action if necessary monthly RA report.

- Nothing to action.

14. Committee/Working Group Reports

14.1 Transport and Environment/Footpaths/Policing

- Cllr NB advised all speed watch work had been stopped due to COVID-19.

14.2 Riddens Lane Tree

- Cllr NB reported on the tree that had been donated by RW Green recently – after some uncertainty on the species of tree, LDC advised it is a fastigate Oak .PC expressed concern about the planting of it so near to buildings and the resulting subsidence and/or risk to foundations. Cllr PM asked Cllr RB to investigate how big the tree will get. **Cllr RB to report back.**

14.3 Village Hall

- Cllr NS reported the new bar fridges have arrived.
- Plum tree has been planted and Council would like to officially thank Lee Stevens for all her efforts in arranging the tree.
- VH Manager is taking care of the weekly RA whilst out walking!
- FIT reading has been taken for year end submission
- Quote for lighting has been received from one contractor costing £3170. Given magnitude, Cllr PS advised a comparative quote was required. **Cllr NS to report back.**



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14.3.1 Update regarding online booking system

- Clerk advised 90 day trial is currently suspended until VH opens again.

14.4 Playing Field/Pavilion

- Cllr NS reported the goals and nettings will be taken down this week to prevent social gathering.
- Cllr NS has now received 3 quotes for the refurb of the mens toilets as follows;

£6700 – S Bodsworth

£5600 – K Smithers

£5200 – J Eastwood

- **356: It was RESOLVED and AGREED in principle to proceed with J Eastwood at £5200.**

14.4.1 – To discuss extra security at Pavilion

- Cllr NS requested this be deferred to next month.

14.4.2 To note playpark inspection and action where necessary

- Clerk advised another report had been received with the same report as the previous month. Clerk has contacted LDC to ask if inspections are taking place and how, what with playground currently closed. **Clerk to report back.**

14.4.3 Grant of easement and substation at tennis courts plus tennis club lease

- PPC reviewed a list of questions from the solicitor drawing up a new lease to replace the defective lease currently in place with the Tennis Club. This is required to allow the new substation.
PPC agreed that the Tennis Club was distinct for the other sports clubs using the main playing field. The Tennis Club, whilst available to the public, is not a shared facility, and operates on PPC land rather than the playing field which is in trust. The facilities, especially the new courts and clubhouse, were developed by the Tennis Club, and -all maintenance is also- without PPC funding (with the exception of the cost of maintaining the access road which is shared with PPC). PPC agreed that correcting the lease did not require a review of the existing underlying commercial terms, which will be honoured

14.4.4 Verti-draining

- Cllr PM had received a comparative quote for full pitch renovation, both quotes are;

Burleys - £10,710

Bourne Sports - £11,387 which included weed-kill and scarifying before sanding the field.



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- It was agreed in principle last month to set aside £11k (out of playing field general reserves) for the playing field works subject to receiving a second quote, it was noted that the Finance Committee Regs were suspended as obtaining three quotes for this work has been difficult, this was agreed by all members.
Cllr PM is going back to Bourne to negotiate the price as Burleys are currently not working and Bourne will be returning with one-man crews.
- It was agreed by Council to proceed with slit and rolling for £575 with Cllr NS and Cllr PM speaking to all sport clubs with regards to the remaining works in the context of recognising the financial impacts of the current crisis, but also the opportunity to carry out the work with no disruption to sporting events.

14.5 Interaction with Plumpton Primary School

- Cllr PM had nothing to report.

15. Communications/Website

15.1 To discuss upgrading website hosting package.

- Clerk still to speak to current website host etc. **Clerk to report back.**

16. Items to be reported by Parish Councillors and/or to be included in future meetings

- Cllr NB confirmed another e-meeting would take place in May, but no ASM (until PPC can publicly convene) nor APM will be held this year. Finance meeting will be included again with PC meeting.

Meeting closed 20.55

Dates of next meetings:

12th May 2020 –19:30 – Parish Council meeting – THIS WILL BE AN E-MEETING.

Anita Emery | Parish Clerk 15/04/2020



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District Councillor Rob Banks – Report

As a District Councillor I have been taking part in "virtual" council meetings via phone conference. Here are some updates on the latest situation:

Waste services – "normal" waste and recycling collections currently continuing – more important than ever when so many more of us are at home nearly all the time and as a result putting more in our bins! Bin crews are doing their best but bear with them if you experience any delay in the weeks ahead. At the moment, LDC also still picking up garden waste. Like any other service, these will be kept under review.

There's been a large increase in number of calls for support from the District Council – 1,963 direct calls were received last week and I understand 75% of these were answered within 60 seconds. Lewes District Council reception at Southover House has been closed, with staff in the council practising social distancing, working from home or making outbound calls to 1,600 vulnerable residents over age of 69. Staff are working more flexible hours to allow home schooling and other tasks. LDC has seen a huge increase in claims for housing benefit as a result of many having a reduced income.

Lewes District has 1,595 businesses eligible for business rate relief grants. I understand that payments will be made next week. Under current government rules, some smaller businesses (for instance most B and Bs) that do not pay business rates are not eligible, but lobbying continues with the government on this issue.

3,780 people in are need of council tax relief. Debt collection agents not being sent out. Again, contact the council if you are facing problems or concerns with council tax payments or if you pay rent to LDC.

Housing - essential repairs only currently being carried out in council houses and flats. A letter has been sent out to all Lewes District tenants. Rough sleepers are now all in accommodation – 7 in Lewes and another 2 identified since in Seaford. East Sussex Homeless Operations Group are helping with this – councils and police involved.

Emergency food boxes made/stored/some delivered to foodbanks. Family/couples and single boxes. Daily conversations are taking place with foodbanks.

Other points:

- NHS letter should by now have been received by all in high risk category – it has a phone number to call on the letter – all encouraged to register.
- Isolated/shielded individuals should try where possible use support of friends and families – so that volunteers can focus on the most vulnerable or without help networks.
- If alone, the District Council has have a dedicated COVID helpline - an extensive number of people may be in that extremely vulnerable category.

Useful LDC contacts:

Lewes District Council's updated COVID page is at <https://www.lewes-eastbourne.gov.uk/community/covid-19/>.

Far easier to make on-line queries due to call volume, but if needed call the council on 01273 471600

LDC "Community Hub" helpline for vulnerable residents who do not have local support: 01273 099956.

You can also email me on robert.banks@lewes.gov.uk and I will do my best to help.



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Appendix 1

Date: 01/04/2020

Plumpton Parish Council

Page 1

Time: 18:09

Current Bank Accounts

List of Payments made between 11/03/2020 and 31/03/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/03/2020	Viking Direct	1920114	16.85		PAPER
26/03/2020	Viking Direct	1920115	20.24		STATIONERY
26/03/2020	THE HAPPY CIRCLE	1920116	250.00		S137 GRANT - HAPPY CIRCLE
26/03/2020	ST PETER AND ST JAMES	1920117	250.00		S137 GRANT - ST P&J HOSPICE
31/03/2020	ROB WESTGATE (LYCH GATE)	1920118	312.00		ROB WESTGATE LYCH GATE WORK
31/03/2020	SUSSEX OAK STRUCTURES	1920119	1,000.00		SUSSEX OAK STRUCTURES (LYCH GA
31/03/2020	Barclays	BANK CHG	1.80		BANK CHARGE
Total Payments			1,850.89		

Appendix 2

Date: 08/04/2020

Plumpton Parish Council

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Time: 19:49

Current Bank Accounts

List of Payments made between 01/04/2020 and 08/04/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/04/2020	SALARIES	202101	2,351.06		SALARIES
08/04/2020	HMRC	202102	455.93		PAYE/NIC MTH 1
08/04/2020	Lewes District	202103	187.20		DOG BINS 14.-30.6.2020
08/04/2020	East Sussex ALC Limited	202104	507.17		ANNUAL SUBS
08/04/2020	East Sussex County Council	202105	464.40		ADDITIONAL URBAN CUTS
08/04/2020	ENROUTE DESIGN AND PRINT	202106	1,985.00		PRINT OF WALK BOOKS TO BE REIM
08/04/2020	Anita Emery	202107	47.50		OFFICE ALLOWANCE
08/04/2020	SUSSEX OAK STRUCTURES	202108	5,274.85		LYCH GATE EXPENDITURE
08/04/2020	TE TILLEY LYCH GATE	202109	5,544.00		LYCH GATE EXPENDITURE
08/04/2020	JD ARCHITECTS (LYCH GATE)	202110	562.86		LYCH GATE EXPENDITURE
Total Payments			17,379.97		



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Date: 06/04/2020

Plumpton Village Hall

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Time: 14:46

Current Account

Appendix 3

List of Payments made between 11/03/2020 and 31/03/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/03/2020	PLUMPTON COLLEGE	REV	-120.00		WALK BOOK DONATION DUE TO PPC
24/03/2020	PLUMPTON COLLEGE	REV	120.00		REV PAYMENT
26/03/2020	Opus Energy	1920119	865.97		ELECTRIC 9.2-8.3.2020
26/03/2020	Interserve Fire	1920120	150.00		FIRE ALARM SERVICE
26/03/2020	CJS Portsmouth	1920121	300.34		CLEANING SUNDRIES
26/03/2020	E TURK	1920122	100.00		HALL DEPOSIT RETURN
26/03/2020	CASTLE WATER	1920123	112.25		WATER SUPPLY

Total Payments 1,528.56

Appendix 4

Date: 09/04/2020

Plumpton Playing Field

Page 1

Time: 11:51

Current Account

List of Payments made between 11/03/2020 and 31/03/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/03/2020	Glyn Wells	192097	1,011.70		PF GRASS CUT FEB-APRIL
26/03/2020	VILLAGE HALL	192098	62.91		COVER CLEANING SUPPLIES

Total 1,074.61