



# PLUMPTON PARISH COUNCIL

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## Minutes of the Parish Council Meeting held via E-meeting on 14th July 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), Cllr R Jury (Cllr RJ), Cllr A Gardiner (Cllr AG), District Councillor R Banks (Cllr RB) and County Councillor Sarah Osborne (Cllr SO).

**Absent:**

**Anita Emery (Clerk & RFO).**

**Members of the Public: 1**

**The AGENDA is as follows:**

15. To accept apologies for absence

- None

16. Declarations of pecuniary and disclosable interests in respect of matters to be discussed.

- None

17. To Approve Minutes from Parish Council meeting held on 9<sup>th</sup> June 2020

- **It was RESOLVED and AGREED that the minutes of the meeting held on 9<sup>th</sup> June 2020 were an accurate account of the meeting and were signed by the Chair.**

18. Clerk's Report on any Matters Arising from previous meeting.

- Clerk advised the Council Rangers had removed the misleading signs on footpath on 10<sup>th</sup> June.
- Clerk had left a message to Mr Winn regarding the watering of the new tree at Riddens Lane – to date no response. **Clerk to chase.**

19. Brief Report from the County and District Councillor on matters affecting this Parish.

**County**

- Cllr Osborne reported there had only been one full council meeting and this was looking back at past performance. The next meeting will mainly be about County money and shortage of funding. There has been huge spending in all departments. Pressure on provided safe school



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transport, PPE and adult social care. Only department working as it was prior to COVID-19 is Highways.

- Cllr SO reported that a County Councillor had broken the code of conduct and had been reported to the standards committee. Cllr SO wished it be noted that it wasn't herself that broke the code of conduct.

### District

- Cllr RB advised ongoing support within the communities and if anyone knows of persons requiring food parcels to let Cllr Banks know.
- Novington Sandpit – Dudmans sent in staff to move people on and some issues being dealt with.
- Amazon drop box – it was noted that LDC did not receive a listed buildings planning application. Currently with enforcement officers who are dealing with Network Rail.
- Climate change – LDC will be switching to a renewable energy provider.
- There had been some funding for new bike racks within the Parish. It was decided that there wasn't a good place in Plumpton for them as there was already one at the station. Cllr RB said to let him know if a suitable location is thought of.
- Bus 166 will hopefully be reinstated once guidance allows.
- The Government are making noises about merging local authorities to unitary council meaning the county and district merge together, this is at white paper stage.

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

- None

21. Planning applications

#### **LW/20/0361**

#### **Land Adjoining Oakfield House, Station Road Plumpton Green**

Variation of Condition 1 (Plans) in respect of approval LW/17/0873

Cllr NB noted that this was merely a paper/administration exercise on behalf of the district and a no comment would suffice. This was duly agreed.

#### **LW/20/0402**

#### **Laurelbank, Station Road, Plumpton Green BN7 3BS**

Single storey rear extension

Decision: No comment

To Ratify

#### **LW/20/0299**

#### **8 Wells Close Plumpton East Sussex BN7 3DA**

The proposed demolition of existing conservatory and erection of extension with associated earthworks.

Decision: No Comment



### 22. Correspondence

- Racecourse have decided that the summer events previously discussed with Council will now not go ahead.

### 23. Finance Committee

- Cllr PS advised nothing of great interest to raise, apart from the concern over income for the Village Hall and Pavilion is down due to COVID-19, there is nothing we can cut from the expenditure budget and to carry on for the moment.
- a. To approve expenditure as itemised on the schedules  
Clerk advised there were a few additions to the expenditure as follows;
  - i) PF - £160 Plumpton Signs & £37 PAT testing
  - ii) VH £63 for PAT testing
  - iii) PPC £180 Website quarterly payment & £120 to R Westgate for allotment fence repair.
- b. To approve year to date accounts
- c. To approve combined bank balances
- **It was RESOLVED and AGREED to adopt and approve items 23a-c. (a Appendix 1 £5,726.12, Appendix 2 £1,490.51, Appendix 3 £978.66).**
- d. Community Infrastructure Levy
  - Cllr PS advised all Councillors had seen the position of current spend and expiry dates of the spend/commitment to spend. This was duly noted.

### 24. Neighbourhood Plan Update

- Cllr NB advised there was no update.

### 25. To note and action if necessary monthly RA report.

- Clerk advised nothing to report.

### 26. To discuss current allotment terms and conditions.

- Councillors had received a copy of the terms and conditions and in light of recent events of divots being bought onto the allotments it was agreed that a condition stating the following be added to the terms and conditions.  
'Other than by council agreement, allotment holders must not bring into the allotment any garden waste, soil, grass cuttings or other items other than those which form part of and/or are used on the tenants own allotment'. **Clerk to action.**
- Cllr PM confirmed the college were in place in March before lockdown to clear the allotment and will contact them again in September. **Cllr PM to action.**



## 27. Committee/Working Group Reports

### a. Transport and Environment/Footpaths/Policing

- Cllr NB advised there was nothing to report. The sign on the footpath near the racecourse had been removed.

### b. Chapel Road/Station Road junction visibility

- Cllr NB reported ES Highways refused the request for a mirror at the junction as no accidents have happened there. Cllr PS thought that advising any resident that parks too close to the corner, on Station Road blocking the visibility of their duty to the highway code would be a good starting point. Cllr RJ to approach resident advising them of Highways response. **Cllr RJ to report back.**

### c. Novington Quarry

- Cllr NB has written to Dudmans asking them to advise of the actions they have taken in securing the site and has yet to receive a response. It was noted that Dudmans installed extra fencing which had varying degrees of success. Council urged residents to keep contacting the Police when they see trespassing or anti-social behaviour as PPC are doing all they can. East Chiltonington PC have written to Dudmans and also SDNP to make them aware of the situation with response from the latter.

### d. Village Hall

#### i. Update regarding online booking system

- Clerk advised she will speak with the VH Manager about starting this again when the hall reopens.

#### ii. To discuss potential craft fair

- Cllrs PM & NS met with Mrs Stevens which was a positive meeting and the 'pop up market' had been well planned and it was agreed with VH Manager that the hall was off limits to all. VH Manager and Cllr NS to help with table and chairs. The organisers have measured areas and have supervisors to keep social distancing and relevant insurance in place. PPC were happy for the event to proceed.

#### iii. To approve Wedding fee hire for 2020/2021

- Cllr NS had circulated prior to the meeting recommendations for wedding fee hire for the Village Hall, as the VH Manager has much more work for these events. The current charges were local £300 and non local £700. Recommended charges were local £400 and non local £950. Ratio of weddings were  $\frac{3}{4}$  non local and  $\frac{1}{4}$  local. Cllr PB looked at Wivelsfield and Cooksbridge charges and the



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recommended rates came in the middle of these halls. PPC agreed to investigate at other local halls of similar size. **Cllr NS to report back.**

- iv. Tree maintenance around Pond and twitten.
- Clerk advised the birch tree next to a residents house south side of the village green was in need of cutting back at a cost of £300 and the gully needed clearing of £150. It was resolved and agreed to spend £450 on tree and gully.
- Cllr NS was to arrange for the tree, heavily covered in Ivy in twitten from Station Road to be inspected. **Cllr NS to report back.**
  - v. To ratify the decision to keep VH/Pavilion closed.
- Clerk advised the government guidance was ever moving. She had received an enquiry from a user to increase the youth dance class on the green from 6 to 9 and also to use the hall for out of school activities for up to 15 people as advised by the Government. Clerk advised that the risk assessment, health and safety, hiring terms and conditions to cover the pandemic had been drawn up and the Clerk would forward this to all members. **Clerk to action.** It was concluded that Cllr NS would speak to the VH Manager about opening on 27<sup>th</sup> July.
- Cllr PM advised only the cricket club use the pavilion during the summer months who are adhering to the ECB guidance (to not use changing rooms and no teas to be provided). They will be using the outside toilet and disabled if access needed, ladies indoor toilet to remain closed. The bar access is one person providing 'a table service outside' with plastic glasses being used.
- Clerk raised the matter of Public Liability Insurance ('PLI') on users. Insurance company had advised that all 'commercial' users needed their own PLI but non commercial did not. Cllr PS asked for clarity on the definition of 'non commercial' from the insurance company, once this has been received it should be reflected in the hiring terms and conditions. **Clerk to action.**

### e. Playing Field/Pavilion

Cllr PM/NS

- Cllr PM reported he had been asked about parking on the field by sport club users – this was declined.
- A request for gazebos for a wedding picnic was put forward to Cllr PM, it was agreed the Council should not be seen to facilitate this.

### i. To discuss extra security at Pavilion

- Cllr NS spoke with Honeybees regarding a video doorbell that would enable them to see who was at the door before approaching. Honeybees were fully supportive and advised there would not be a safeguarding issue. Cllr NS also recommended one be installed at the VH to protect the VH manager when working inside. This was agreed. Cost to purchase 2 bells plus installation was £508. **It was resolved and agreed to purchase 2 bells at £508. Cllr NS to action.** Clerk advised she will update the retention policy to include video recording.
- Cllr PS mentioned the letter that had been received from a resident over the concerns of drug use at the pavilion area and if the CCTV camera is used to report to the police. The PPC have extremely limited powers to investigate. Clerk to respond to resident asking them to report to police or PCSO. **Clerk to action.**

### ii. To note playpark inspection and action where necessary

- Cllr PM reported that the current monthly playpark inspection by LDC that was held on 3<sup>rd</sup> July reported no issues. However, Cllr PM reported the tunnel by the slide had deteriorated over the past few months and should have been picked up by the inspector. Cllr PM



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wished it be raised to LDC over the concerns of the quality of a service and to note issues raised by Cllr PM, the gate to the playpark had been unlocked on 2<sup>nd</sup> July to enable inspection to take place.

**Clerk to action.**

- iii. To discuss grant of easement and substation at tennis courts.
  - Clerk updated Council that due to the access road to the tennis courts a grant of access was required which involves a valuation, fields in trust and newspaper adverts. Costs have gone into UKPN and we are awaiting the go ahead from them.
- iv. Update on siting of coffee van and to agree spend on tenancy/FIT application.
  - Cllr NS advised LDC do not issue street trade licence to mobile vans and therefore this wasn't a requirement. Cost to draw up a tenancy agreement and obtain Fields in Trust approval would be £700 + vat. ES Highways had rejected the siting of the van at the opening between the playing field car park and track even though on PPC land. Cllr NS asked Council if anyone had any objections, Cllr's PS and AG wished to support the mobile van but had concerns over siting location. It was agreed to arrange a time for Councillors to meet at the site and discuss. **Cllr NS will report back at the next meeting in order for a decision to be made.**
- v. To discuss renewing sports club agreements
  - In light of the Junior football club wishing to have exclusive use, it was agreed that a master agreement be drawn up for all clubs with addendums. Clerk to send Cllr PM draft sports club agreement.
  - Cllr PM reported a teacher from school wished to use the playing field for under 10's summer football coaching, the activity scheme isn't going ahead this year and therefore it was agreed to charge similar.
- vi. To ratify playpark opening on 4<sup>th</sup> July.
  - This was agreed over email and for good practice be noted in the minutes. **It was resolved and agreed to open playpark on 4<sup>th</sup> July.**
- vii. To discuss pavilion cleaning/COVID-19
  - Clerk advised that the cleaning of the pavilion was separate to that of the VH Manager who had been going down to clean the disabled toilets. PPC wished for the Clerk to obtain more information on how often and when he cleans and if any contract is in place. **Clerk to speak with VH Manager and report back.**

### 28. Interaction with Plumpton Primary School

- Cllr PM had nothing to report.

### 29. Communications/Website

- a. To discuss upgrading website hosting package.
  - Cllr NB confirmed we are now compliant, however some training needed on headers which website host will provide.



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

- Cllr AG asked who owned the old phone box. It was confirmed a former councillor had purchased it and was refurbishing.

Meeting closed 21:25

### **Dates of next meetings:**

8th September 19:30 – Parish Council – THIS WILL BE AN E-MEETING BUT COULD BE SUBJECT TO CHANGE BASED ON GOVERNMENT GUIDELINES.

Anita Emery | Parish Clerk 16/7/2020

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## Appendix 1

Date: 08/07/2020

Plumpton Parish Council

Page 1

Time: 14:21

### Current Bank Accounts List of Payments made between 09/06/2020 and 08/07/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2020	NICK Beaumont ZOOM	202136	14.39		NICK BEAUMONT ZOOM INV
01/07/2020	Surrey Hill Solicitors	202137	240.00		UKPN EASEMENT
01/07/2020	Viking Direct	202138	71.62		STATIONERY
01/07/2020	JAMES EASTWOOD	202139	2,000.00		EASTWOOD CIL EXPENDITURE(PAV)
01/07/2020	Fields in Trust	202140	65.00		ANNUAL SUBS (FIT)
01/07/2020	Lewes District	202141	187.20		BINS
01/07/2020	HMRC	202142	156.18		PAYE/NIC MTH 4
01/07/2020	SALARIES	202143	2,025.45		JULY SALARIES
01/07/2020	Anita Emery	202144	65.59		EXPENSES
01/07/2020	East Sussex Pension Fund	202145	600.69		JULY PENSION PAYMENTS
<b>Total Payments</b>			<b>5,426.12</b>		

## Appendix 2

07/2020

Plumpton Village Hall

:04

Current Account

### List of Payments made between 09/06/2020 and 08/07/2020

<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
) CJS Portsmouth	202120	186.46		CLEANING SUNDRIES
) FRED SYMES	202121	80.00		FRED SYMES STORM DAMAGI
) LEWES DISTRICT COUNCIL	202122	220.87		REFUSE EMPTYING AND REC'
) BROOKS HART	202123	275.00		VH GREEN CUT 2.6 & 17.6
) Opus Energy	202124	110.83		ELECTRIC 9.5-8.6.2020
) PLUSNET	202125	30.00		BROADBAND
) J&B SERVICES	202126	42.00		WINDOW CLEANING
) CJS Portsmouth	202127	60.10		CLEANING SUPPLIES
) Jane Donovan	202128	92.25		VH EXPENSES
) FRED SYMES	202129	300.00		REMOVE FALLEN TREE ON FC
) PLUSNET	202130	30.00		BROADBAND
<b>Total Payments</b>			<b>1,427.51</b>	



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## Appendix 3

Date: 08/07/2020

### Plumpton Playing Field

Page 1

Time: 12:34

### Current Account

### List of Payments made between 09/06/2020 and 08/07/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2020	Lewes District Council	202113	18.00		PLAYPARK INSPECTIONS 30.6.2020
01/07/2020	BOURNE SPORT	202114	310.80		PLAY PIT SAND
01/07/2020	OPUS ENERGY	202115	197.64		ELECTRIC 17.5-15.6.2020
01/07/2020	PETER MORGAN EXPENSES	202116	5.08		PETER MORGAN EXPENSES
01/07/2020	Lewes District Council	202117	27.14		BIN EMPTYING
08/07/2020	J&B Services	202118	43.00		Window cleaning
08/07/2020	PLUSNET	202119	30.00		BROADBAND
08/07/2020	DEADLY SERIOUS PEST	202120	55.00		WASP NEST REMOVAL
08/07/2020	JANE DONOVAN	202121	95.00		PLAYPARK EXPENSES
<b>Total Payments</b>			<u>781.66</u>		