



**MINUTES OF THE ANNUAL STATUTORY
MEETING OF THE PARISH COUNCIL
HELD 13TH MAY, 2011 AT 7.30 PM, IN THE
COMMITTEE ROOM, VILLAGE HALL, PLUMPTON
GREEN**

PRESENT: Mr T Thompsett Chairman (TT))
Mr P Nicholson Vice Chairman (PN)
Mr R Taylor (RT)
Mrs. C Eastwood (CE)
Mrs S Akers (SAA)
Mr R Stone (RS)
Mr D Bailey (DB)
Mr S Hayman (SH)
Mrs K Baker (KB)

Mrs S Osborne District Councillor

Mr O St John
Mr N Hills
Mrs V Thompsett
Mrs B Watson
Mr P Baker
Mrs D Miller
Mr M Newman
Mr M Gardiner

APOLOGIES: None

ELECTION OF OFFICERS

Chairman: TT- Proposed RS Seconded CE - Elected TT
Vice Chairman: PN - Proposed TT Seconded SH
RS - Proposed CE Seconded SA - Elected PN
Chair Village Hall: RT – Proposed TT Seconded SA - Elected RT
Chair Playing Field: CE – Proposed TT Seconded RS - Elected CE
Chair Planning: DB – Proposed PN Seconded RT
KB put her name forward Proposed by SH but not seconded
DB Elected.
Chair Public Trans/Highways: PN – Proposed SH Seconded RT –
Elected PN
Chair Environment: SA - Proposed SH Seconded DB – Elected
SA
Chair Footpaths: SA - Proposed DB Seconded CE – Elected SA
Chair Policing: RS – Proposed DB Seconded SH – Elected RS
District Representatives – TT PN KB
Travers Trust: RT and BW
Comms: RS – Proposed TT Seconded SH – Elected RS
Tree Warden Mrs D Hall
Finance: RT TT PN CE

Clerk was confirmed as Proper Officer and she asked if Standing Orders and Financial Regulations could be confirmed. New Councillors said they would like to view standing orders (Clerk had sent Model Standing Orders to those who had requested them). Standing Orders would be reviewed at a future meeting. Clerk would provide all Councillors with a copy of Standing Orders when the new NALC Model was available.

After his election as Chairman TT said the following:

He thanked the PC for electing him Chairman and said, with PC support, to fulfil the challenge of being Chairman

He thanked RT for being a Councillor for 34 years and the Chairman for the majority of those years; he had overseen many changes over those years. RT was thanked for all this hard work and dedication, his knowledge and experience would be a great asset as a Councillor in the future.

Mrs Wride and Mr Earl were thanked for their work as Councillors. It was imperative that the elected forum for the village all work together for the good of the parishioners and listen to their concerns and act accordingly. There had been a 60% plus turn out for the election; he said it was important that the PC solicit as many views as possible and work with other interested individuals, groups and authorities to achieve the best for the village. The PC has to be aware of the changes in legislation regarding Localism. Possible new housing development has caused a lot of concern and this will have to be addressed. PC is still waiting for revised details of the proposals by NR regarding the railway gates which is an emotive subject which needs careful handling. The proposed new pavilion has reached an exciting stage and it is hoped to have a separate meeting in early June to see the layouts, to talk about approval from various authorities, and the raising of funds.

It was hoped to have a village fair in 2012 to celebrate the Queens Diamond Jubilee and the Olympics, and TT would speak to Mr Satchell about this.

Communications to the village needs to be improved so that information, including electronic, can be sent to everyone.

New Councillors wanted a chance to decide which areas within the Council they would like to be involved in, and a meeting would be arranged (see below). In the meantime, TT said that the day to day running of the Council had to go on so it was important to elect Chairpersons to the above committees, but those who had put themselves forward at this stage, could change their roles if they wished.

MINUTES:

The minutes of a meeting on 12th, 2011 were signed as a true record.

RS said that he thought it would have been courteous to invite all members of the Parish Council to a get together that had taken place in the days before this meeting, but this had not happened. He felt it would have been proper practice to involve all Councillors in this get together, and thought it was abominable that this had not happened. SH said that it had not been like that.

SA said that the roles and responsibilities of Councillors should be discussed at a proper Parish Council meeting, and that all those putting themselves forward for committees should know what is involved. She proposed that there should be a separate meeting. DB said that by doing that everyone would know what roles they wish to take on.

TT said that there should be a separate informal meeting in early June to put the proposals for the new pavilion to the PC; initial work had been done, CE had been involved with Mr Anwyl regarding the drawings, and also what users want. The PC has not seen the plans to date; Playing Field users offered to come to this meeting.

SA asked when will the village be able to see the plans?

CE said that the final draft and floor plans would be shown and users would be able to make comments, and the public would be consulted. CE said she would arrange a meeting with LDC to ensure the PC were not leaving themselves open. She would also have a meeting with Mr Speirs and Mr Anwyl.

RT said that FIT, the Charity Commission and covenants on the playing field would have to be taken into consideration.

CE said she would contact these agencies.

It was decided to combine the two meetings above, which would be informal with no minutes required and this would take place on 7th June, 2011 at 7pm at the Pavilion. KB sent her apologies

Planning Committee: TT said that the Planning Committee would normally have all Councillors on the committee, but by having all 9 Councillors that would constitute 'the Parish Council' so he asked if one Councillor would step down from this committee.

CE agreed to step down.

CE asked Councillors if they thought it would be a good idea for new Councillors to have a 'mentor' from the previous Council. It was thought this was a good idea and would be arranged.

All Councillors signed the Declaration of Office in the presence of the Clerk who signed and dated each Declaration.

Declarations of Interest and Guidelines were given to each Councillor and Clerk asked Councillors to complete these and return to her; the Declarations of Interest are sent to LDC Legal, and a copy made and retained by the Clerk.

All new Councillors were given a New Councillors Pack. All Councillors were given a copy of the Good Councillors Guide. Clerk had booked all new Councillors on Introductory Courses run by SALC; individual councillors would be contacted by SALC with further details of their course date, venue and time.

MATTERS ARISING:

Circulated to Councillors prior to the meeting: Comments were invited from these.

Mr T Hutson had requested that PC make a clarification (in the minutes of this meeting) that 'the Plumpton Wildlife and Habitat Group was not asked to (and are not competent to) look at 'potential water logging' problems in the report (from Plumpton Wildlife and Habitat Group regarding sites suggested by LDC,) and so it did not address that issue'.

NR – An ultimatum had been issued to NR to provide information. Clerk finally contacted a Planning Officer who said that the previous report had been negated as it was factually incorrect. There was to be a further meeting and then a new strategy would be put in place, before planning was looked into. This would involve a meeting with the Listed Building Officer LDC. Clerk asked if PC could be kept informed of this meeting so that PC representatives could attend.

ROW: ROW officers would look into issues on Plumpton Wood footpath.

Highway Matters: Having chased up the items that were mentioned during the SLR meeting, Clerk had subsequently heard from Mr Sorhaindo to say he was dealing with the issues.

Mr Johnson (ESCC Highways) had said that the highway authority could only place cones on the highway for road works but not events. ESCC do not own cones, as they are provided by a contractor doing the work. The Police can put cones out and permission has to be sought from them to use them at a location. Police had originally provided cones for use on Race Days.

Clerk spoke to PCSO Knowles who had enquired from his superior who said that it was illegal to put out cones unless they were in a position to warn of a danger to traffic such as on road junctions. He appreciated that there was a need at times for events at the village hall and also Race Days. Clerk said that the occasions at the hall were only once a month approximately.

Mr Alan Greening the Internal Auditor was sent a letter of thanks for all his services over many years. Mr Speirs would commence his duties as Internal Auditor from September and would be remunerated for this (£200 per annum).

Victim Support had responded to a query from the PC to ask how many victims could have used their services in the village; this was in connection with a grant application they had made. 44 people in Plumpton could have potentially used their services during the last year, as they are given an option to have VS services when they have been a victim of crime,

Insurance: The insurance company would not cover the subsidence at the playing field.

Sandpit: Mr Nicholson had responded that meetings are not taking place at present as there did not seem anything pressing, but the committee have not disbanded and reports will be made when necessary.

VAP – Implementation Plan – Mr Hawthorne had replied asking for details of PC's Statutory Powers. Clerk had responded to this, and there had been no further communication.

Tree Warden: ESCC had said they will support tree wardens for 2011/12 at no charge: send e mailing briefings about trees and woodland matters to PC and TC and Tree Wardens, help TW to find sources of funds and arrange an annual gathering to enable TW to meet each other and see a local project involving trees and woodland.

RT has asked Clerk to send letters of thanks to Mrs Watson, Mrs Angel, Mrs Wride and Mr Earl thanking them for all their hard on the Council.

Further Matters Arising: Chief Inspector Moloney had said that the presentation on Street Watch had taken place and she had asked for some of it to be reworked and when this had been done she would get back to the PC to discuss this further.

Notification of Highway works: Resurfacing B2116 Ditchling Road between 16th May – 20th – diversion down Station Road/Plumpton Lane.

Plumpton Green – activity relay main – 20th June to 26th August – two way traffic lights at C6 South Road.

Clerk had been contacted by the tenants of the Plough Inn regarding a Festival to be held in the pub over two days in September. They were obtaining permission from the licensing department at LDC, but wanted PC to be aware of the event and asked for a meeting to be set up to discuss this further with the PC. Their licensing application would be going forward during early June.

RS said that this had to be welcomed and was good for the village.

SA said there was a point of clarification that there would be a collection for St Peters and St James Hospice on the Saturday of the event, not a children's hospice as had been stated.

Also clarification was necessary with regards to wording of the donation to be given to the play area; the Village Action Plan was not responsible for the playing field where the play area is; this area was the responsibility of the PC.

Clerk to confirm these clarifications with tenants.

CE said she would contact the tenants and set up a meeting. KB said she would like to go to this meeting regarding her connection with the VAP Business Team.

MISCELLANEOUS ITEMS:

TT asked about obtaining a life belt for the village pond.

SA said there used to be one but it had disappeared. There were notices round the pond saying Danger Deep Water.

It was thought the PC had a duty of care to have a life belt.

ACTION: Clerk to check whether life belt would be required by Insurance Company.

RT asked what age of children played around the pond.

SA said they ranged from about 7 – adults. The bin had disappeared but there were no significant litter problems.

TT said he noticed that the oak tree by the pond was dying.

ACTION: Clerk to contact Mr Chris Symes to see if was dying.

SA said she would look at the tree survey to see if any attention had been earmarked for this tree.

RT said that there was rubbish left in the Plough Bus Shelter.

ACTION: Clerk to ask LDC to reinstate bin.

KB said she had a meeting with Mr Newman and Mr Speirs about an initiative to help the elderly in the village. She asked if this item could be put on the agenda for the next meeting.

Mrs Osborne District Councillor brought to the attention a public consultation from ESCC saying they wished to end the discretionary transport for children from East Chiltington to Chailey School. This could entail children walking along a two mile stretch of Novington Lane and Mill Lane to the school which was dangerous on a road with a 60mph limit. It was also thought that post 16 young people would not get funding to go to college and school which could impact on Plumpton children.

Mrs Osborne asked if PC would respond to the consultation and would send details to the Clerk.

ACTION: PC asked Clerk to send in comments as guided by Mrs Osborne.

SANDPIT: PN said that things were quiet with few lorries. He said he was to talk to Mr Dudman to see where he is going on the site.

AGENDA ITEMS: Clerk said there were risk assessments in place for all PC property (Hall, Pavilion, Playing Field, Play Area and Skateboard area, Bevernside Allotments, and she had added Bus Shelter at the Plough and Village sign to this). Councillors responsible for these areas do regular assessments under Health and Safety guidelines.

Clerk had received annual insurance cover, which she had checked. Insurance Premium Tax had been increased by 1% to 6% and building and contents sums insured have been increased by 3% to reflect the Rebuilding Cost Index and Retail Price Index. PC has a 5 year fixed contract with Suffolk Acre insurance, 2011-2012 was the second year.

PC had an Emergency Plan in place, and this would be altered to include new councillors with regard to the 'cascade scheme' of reporting from councillor to councillor round the village. KB asked if there was something in place for the elderly, particularly during bad weather.

RT said that the Red Cross had a scheme in place for this.

FINANCE:

The balances at the end of April 2011 were Admin £19,135.95, Village Hall £38,477.08, Playing Field £8732.74.

The External Audit had been prepared and was signed off by TT and the Clerk. This will be sent to Mazars, External Auditors and accounts would be available to the public for one month June/July – notices to reflect this will be placed on noticeboards in line with Audit Commission requirement.

More signatories would be needed for cheque signing, and to be on the Finance Committee PN and CE would take on this role. Clerk would put in place the necessary details for the Mandate Department of Barclays Bank.

**PUBLIC
TRANSPORT:**

NTR

HIGHWAYS – NTR

ENVIRONMENT:

SA reported that grass verges in the village had been cut. CE mentioned the natural meadows that had been created around the village and asked these should not be cut. Clerk asked for a list so she could give this to the new Highways representative at ESCC. RT said that there were still problems of rubbish near the garages in the Riddens. He would compile a letter to be sent to all residents in this area reminding them to dispose of their rubbish.

FOOTPATHS:

NTR.

PLANNING AND HOUSING:

The following application was considered:
LW/11/0411/NP Plumpton College Alterations and additions to existing Winery erection of winery store and two storey specialist teaching block for Plumpton College. PC approved this application.

The following applications had been approved:

LW///0292 2 Nornes Villas North Barnes Lane, Plumpton Green.
Outline planning application for renewal of outline permission
LW/08/0238 for erection of a detached house with integral garage.
LW/11/0217/NP Plumpton College. Erection of two storey addition to
main college building to create new Information Technology
classrooms.

LW/11/0203/NP St Michael and All Angels Church, Ditchling Road,
Plumpton. Formation of new fire escape door opening in vestry with
steps down, new doors to south porch, reformed entrance path and
new fence, new oak shakes to tower roof, remove hard render to
parts of north elevation to reveal stonework and repoint stonework in
lime mortar.

POLICING AND NW:

NTR

It was reported that Mr A Christie was interested in taking over the
role of Neighbourhood Watch Co-ordinator. RS said he would
contact Mr Christie.

VILLAGE HALL:

RT reported that there would be a jumble sale on 8th October. SA
said that there was a tombola run at the jumble sales and it would be
good if Councillors could donate a prize.

RT said that jumble sale organisers could always do with extra help
from Councillors, if they were available. RT said all jumble should be
removed after the event, as there was no room to store it.

The kitchen refurbishment would start on 13th June. The Bar had
been done. The special lights in the hall are expensive and have to
be replaced every 3-4 years. RT said he would be arranging the Test
and Report shortly for the Hall and Playing Field, this is done every
year and a 1/5th of the circuit is done each time. EDF does not give
this service any more so RT had contacted a recommended
company.

KB asked what had happened to the hearing loop.

RT said that it had never been fully connected and it was from a
different amplifier. Mr Satchell was working on it.

KB asked what was being done about the sound baffling in the small
hall.

RT said this had not been discussed yet.

KB said it echoed and it was hard to hear.

RT said that the Energy Survey had been received.

SA asked if the PC had commissioned this?

RT said the VAP had done it. They had asked LDC to do it

SA asked if PC were going to act on recommendations.

RT said that this would be discussed at the next Village Hall meeting.

PLAYING FIELD:

TT reported that the next PF committee meeting would be on 16th
May. Tennis Club had paid for their 'used' water. Money had been
sent from a hirer of a private party to pay for damage done to
Honeybees equipment. Committee are to look at existing terms of
hiring and amend accordingly. Play area revamp – this work is in
hand. New Pavilion – it is hoped to arrange a meeting (see above).
Honeybees have altered their signs for Emergency Meeting Point to
the Play Park. Fun Day is to be on 10th July, 2011. Energy audit has
been received and hopefully will be incorporated into the new
pavilion.

Play area and Skateboard Park inspection report had been received,
there were some minor items needing repair; these would be acted

on.

CE referred to the subsidence and said she had contacted FIT who had suggested using top soil. SH said he may be able to help and obtain some top soil.

CE said that two 8 seater picnic benches had been purchased for the Mums to use in the play area. These do need building so asked if anyone was willing to help. These also need to be chained down. RT suggested a concrete block and ring

VAP – any items not covered elsewhere:

Items received from VAP: Energy Survey for Pavilion and Village Hall.
Plumpton Station Partnership Scheme Newsletter Spring 2011.

COMMUNICATIONS:

RS said that a full page was devoted to PC matters in the parish magazine and any Councillor who wished to include PC items in the article should contact him.

CLERKS REPORT:

Clerk presented to the Council:
CPRE information, Glasdon Products for Councils, Switch over to Digital news, Fields in Trust Annual Review, District Link Spring Edition, Focus on East Sussex Annual Monitor, Queensbury Shelters leaflet, Clerks and Councils direct.

News from the School: A jumble sale had taken place to raise money for Mongolia Charity Rally.

School Crossing Patrol – parents were reminded to not let their children use scooters or bikes on the school crossing.

KB asked why there was a need to have school reports; Clerk said they were available on the school website, though recently this had not been updated. The PC report had started when there ceased to be a PC Governor Representation. PN was now a Governor, so he agreed to report on any items of interest at future meetings.

Thank you cards had been received from Mrs Watson and Mrs Angel for their gifts.

Clerk said she would be on leave from Monday 16th May, until Monday 23rd May.

The Annual Parish Meeting would take place on Tuesday 25th April, 2012.

Clerk read out letter from LDC Planning Director regarding the SDNP Sustainable Communities Fund.

This fund is a grant scheme administered by the SDNPA to support local community projects that have a positive impact on future generations and take full consideration of social, economic and environmental concerns.

Clerk to copy this letter to all Councillors.

PN said that the VAP Business Team had contact with the SDNP and they may be coming to a business breakfast to discuss funding. It was decided to discuss the Sustainable Communities Fund at the next PC meeting.

Mrs Watson had written a letter asking if Mr R Taylor could be accorded the honour of Freeman of the Village of Plumpton in recognition of his long and faithful service to the village over the past 35 years, as a Councillor and with the Scouts and other organisations.

There was a new power allowing any local council to give this

recognition whereas in the past this was limited to cities, boroughs a Royal Towns, towns councils and larger parish councils. An honorary freedom bestowing ceremony includes the presentation of a scroll; there is now an affordable line of electronically printed scrolls which cost approximately £100-£200 plus VAT.
TT said this would be discussed at the next PC meeting.

BUSINESS PLAN:

NTR

TT asked if there was anything further.

CE said that someone had come forward to revamp the website and sort it all out.

KB asked what sorting it out mean?

CE said that everything has to be changed.

RS said he had asked for a discussion with Mr Satchell about the websites but this had not happened.

Clerk had been asked by webmaster for updates on Councillor profiles with a new council being in place. RS said he would take photos of new councillors to be put with the profiles.

All Councillors agreed to supply their names, addresses, e mails and telephone numbers.

Chairman

THESE MINUTES ARE IN DRAFT FORM. THEY WILL BE RATIFIED BY THE PARISH COUNCIL AT THE MEETING ON 14th JUNE, 2011.

ABBREVIATIONS USED IN MINUTES:

| | |
|-------|--|
| SDNP | South Downs National Park |
| LDC | Lewes District Council |
| ESCC | East Sussex County Council |
| VOSS | Vale of Sussex Society |
| EA | Environment Agency |
| LCR | Local Councils Review |
| ROW | Rights of Way |
| MOP | Member of the Public |
| SLR | Strengthening Local Relationships |
| VMT | Village Maintenance Teams |
| VAP | Village Action Plan |
| RST | Road Safety Team |
| PCSO | Police Community Support Officer |
| SID | Speed Indicator Device |
| SALC | Sussex Association of Local Councils |
| AirS | Action in Rural Sussex |
| NR | Network Rail |
| EH | Environmental Health |
| NTR | Nothing to Report |
| OHP | Overhead Projector |
| CPRE | Council for the Protection of Rural England |
| PL | Public Liability |
| PWLB | Public Works Loan Board |
| SHLAA | Strategic Housing Land Availability Assessment |
| TW | Tree Warden |
| TC | Town Council |