



# PLUMPTON PARISH COUNCIL

**Minutes of the Parish Council Meeting held via E-meeting on 10<sup>th</sup> November 2020 at 19:30.**

**Present:** Cllr N Beaumont – Chair (Cllr NB), Cllr P Morgan (Cllr PM), Cllr P Stevens (Cllr PS), Cllr P Burford (Cllr PB), Cllr R Jury (Cllr RJ), Cllr A Gardiner (Cllr AG), Cllr N Shefras (Cllr Shefras), Cllr Nick Satchell (Cllr NS), Cllr Jim Brown (Cllr JB), District Councillor R Banks (Cllr RB) and County Councillor S Osborne (Cllr SO).

**Absent:** None

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

**Members of the Public: 1**

Signed *Anita Emery*

Anita Emery (Clerk to Plumpton Parish Council)

## The AGENDA is as follows:

**Member**

63. To accept apologies for absence

Chair

- None

64. Co-option of Jim Brown

- Chair introduced Cllr Brown to Council. Council had no questions and it was unanimously agreed to co-opt Cllr Brown. Cllr Brown to send relevant forms to the Clerk. **Clerk to action.**

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

- None

66. To Approve Minutes from Parish Council meeting held on 10<sup>th</sup> October 2020

Chair

- Unanimously agreed that the minutes of 10<sup>th</sup> October were an accurate account of that meeting.

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

- Clerk advised that ESCC had responded regarding Smithy Close brambles and would be cutting back. Cllr PS questioned if they are now declaring they are responsible. Cllr PM advised they had only cut back allowing the path to be more passable and the brambles will still grow back. Clerk to ask ESCC if they intend to remove the brambles. **Clerk to report back.**



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

### County Report

- Cllr SO reported large deficit for this year with a finance spend review taking place on 25<sup>th</sup> November. Update received from Public Health England with CV-19 rates reduced in East Sussex which has the lowest top tier rate in England, largest case numbers are ages 50+. Testing going well, local contact tracing starting next week but ESCC not in contention for rapid testing. 20k of people are clinical vulnerable and have been written to by County on how to get support. Let SO know if know of anyone who needs support. Libraries are closed but available for click and collect. Computers are also available for use at the library by calling and booking. Complaints have been received about the lighting at the COVID-19 testing centre at the Racecourse. Clerk to send details to SO of previous contact who sorted lighting issued. Covid funding from Government does not match what is being spent by County, the last tranche received is lower than they were led to believe.

### District

- Covid supermarket collections are available if Cllr's aware of someone who needs help to let the community hub know. Contacts are in the Parish Magazine.
- Replies opposing the planning white paper planning have been sent.
- Had a useful meeting with PPC and ES Highways. Highways have adjusted their working practice criteria for the speed indicator and now do not need a high accident/speed rate.
- Fly tipping has been reported on the edge of the ward nearer East Chilmington. Cllr RB reiterated that if spotted to report to LDC as they have managed to prosecute.
- Burgess Hill tip access – Cllr RB has been campaigning; a long way to go but may becoming more open to allow out of area residents.
- Rail Service – Southern have announced reducing timetable by two services a day from Plumpton. Cllr RB is logging a protest.
- GP Surgery in South Chailey closed due to staffing pressures and plan to open again in 2021. All staff are working from Newick surgery.

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

- MoP asked the Chair about what happens to the Rectory once Rev Godfrey retires as an empty building could be misused. NB advised to bring item 75 forward and discuss – this was duly agreed.
- Cllr NB advised development of the Glebe that was included in the neighbourhood plan rested on the Rector retiring, who intends on moving out on 11<sup>th</sup> November 2020. The plans the Diocese have can now go ahead with Millwood Homes putting in a full planning application in the new year. Cllr NB is hoping PPC will have sight of the plan before submission but unsure. Cllr NB advised MoP to speak with Millwood Homes directly (contact to be provided) and also the Diocese on what will happen to the Rectory while it is sitting empty. Plumpton Parish will be joining Hamsey with the intention of the Rector being based at Plumpton rather than Hamsey – but unknown exactly where in Plumpton Green the new Rector will live. **Cllr NB to provide MoP with contact details.**



## 70. Planning applications

### **SDNP/20/0407/HOUS**

#### **1 Fairhaven, Plumpton BN7 3AH**

Creation of first floor in detached existing garage, including raising of roof.

- It was unanimously agreed to submit a no comment response.

### **LW/20/0699**

#### **The Warren, Plumpton Lane, Plumpton East Sussex BN7 3AB**

Erection of a front extension

- It was unanimously agreed to submit a no comment response.

### **Decisions to note:**

#### **LW/20/0577**

##### **Ashurst Cottage, Ashurst Lane.**

Not lawful

#### **LW/20/0578**

##### **The Coach House, Ashurst Lane, Plumpton**

Not lawful

- The decisions were noted by Council.

## 71. Correspondence

- Correspondence noted by Council with no comments made.

## 72. Finance Committee

Cllr PS

- Cllr PS advised income down on Village Hall as per previous months due to lockdown and recommended Council accept expenditure, year to date accounts and combined bank balances. It was noted that Cllr PB had checked the bank statements against reconciliation and these tallied.

- a. To approve expenditure as itemised on the schedules
- b. To approve year to date accounts
- c. To approve combined bank balances



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- It was unanimously agreed to accept expenditure schedules as per Appendix 1 (PPC £11,878.42), 2 (VH £1260.90) & 3 (PF £48.00), current year to date and combined bank balances.
  
- d. Community Infrastructure Levy
  - Standing agenda item – nothing to report
  
- e. 2021/2022 budget update
  - Cllr PS reported the Finance Committee had met and discussed the budgets for 2021/2022. Due to the exceptional year the FC recognised that a precept rise of 7.76% (£4732) in order to balance the budget would not be well received and therefore recommended a 2% rise and use some of the general reserves amounting to £3.5k to balance the budget. By doing this, this would put the PPC general reserves below the best practice of 50% and this would be the last year PPC could subsidise the precept. The VH budget has been calculated on the presumption the income for 2021/2022 will not be affected by CV-19 as it has this year. Clerk aired caution on this and if we have the same year as current, all general reserves for the Village Hall could be used up within 18 months which again is not best practise. This was duly noted. The playing field is in a different situation as is mainly funded by precept grant from PPC and sport club users. All earmarking projects for 2021/2022 would potentially be put on hold unless PPC receive CIL money. Cllr PS advised that as stated in the past the PF & VH tend to react rather than plan to works and he is aware that Cllr NS/PM are working on this and will arrange a meeting of relevant committees. Cllr PS therefore advised the FC recommendation of 2% (£1219) precept rise with use of £3513 of general reserves would be put forward to Council to approve at the December meeting unless any members wished to put any other recommendations forward. This was duly noted by PPC and agreed to put the request forward next month for full council approval.
  
- f. To approve urgent expenditure of new lock and keys at pavilion £241.00 and approve further spend if necessary.
  - Due to the recent security breach at the Pavilion, Clerk required ratification of spend on replacement locks of £241. This was duly agreed. Cllr PM advised if needed to change the other locks it would be in the region of £300. This was duly noted and to liaise with the Clerk if this spend was required.
  
- g. To note urgent expenditure item of £366 (inc VAT) on new defib pads
  - Clerk advised the defib pads had expired and needed replacing urgently which has now been actioned. This was duly noted and approved.
  - Cllr NB asked the Clerk to expand on some of the acronyms on the budgets published on the website. **Clerk to action.**

### 73. Neighbourhood Plan Update

Cllr NB

- a. Diocese Consultation to consider response.



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- Cllr NB advised this was covered under item 69. But will speak with the Diocese regarding use of the Rectory while it is unoccupied.

74. To note and action if necessary monthly RA reports.

- Trip hazard by bandstand is being dealt with Cllr NS and will report back next month.
- Members advised the dates on the RA did not correspond and some members could not see the locations on the document. **Cllr RJ and Cllr NS to work on the spreadsheet with VH Mgr.**

75. Retirement of Reverend Godfrey Broster

Cllr NB

- Cllr NB wished it noted that Rev Godfrey Broster was retiring after 30 years of service and Council wished to thank him for his long service to the parish and wished him a happy retirement. A card had been sent.

76. To note Fire Risk Assessment report for VH and Pavilion

- Council noted the reports and it was decided that a working party be set up to go through the action plans and report back next month. **Cllr RJ/PM/NS/AG to arrange.**

77. To note latest Government lockdown guidelines

- Clerk advised it was prudent to note the new lockdown guidelines for the purposes of the VH and Pavilion. It was noted that any educational settings/groups allowed by the Government or relevant governing bodies were allowed to use the VH and/or Pavilion. This was duly noted.

78. To adopt Code of Conduct

79. To adopt Financial Regulations

80. To adopt Standing Orders

- Clerk advised that due to not having the Annual Meeting in May it would be advisable to adopt the main three governing documents for Council this year. Clerk advised changes had not been made to Finance Regs or Standing Orders, but the Code of Conduct now included anti-bullying/harassment in the policy. Cllr NB as Chair wished it noted that he was in year 5 of charring the council and standing orders state 'should only stand for 4 consecutive years'. This was duly noted and unanimously agreed to adopt items 78,79 & 80.

81. Committee/Working Group Reports

a. Transport and Environment/Footpaths/Policing

Cllr NB

- Cllr NB reported on the meeting with ES Highways. He has received a revised working practice on VAS (Vehicle Activated Signs) and will report back. In response to a question from NB, ES Highways advised on the process for getting village gates installed. Installation



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and maintenance of Gates would have to be financed by PPC. Community speed watch have not met in a while due to Covid-19 restrictions.

- ES Highways have written to resident on Station Road regarding overhanging vegetation. ES Highways allowing extra time for this to be cut back.
- Smithy's Close overhanging brambles are being sorted by ES Highways – Clerk to obtain clarification on the full extent of works as brambles are now high and overhanging. **Clerk to action.**
- School crossing – not a speeding issue but drivers are not aware of children crossing. Subject to a feasibility study funded by PPC (£500) Highways would then look into highlighting 'slow' in red. This requires further discussion.

### b. Village Hall

Cllr NS

- Cllr NS reported a security breach at the VH while VH Mgr was in the building. Someone had tried to enter the hall trying to force open the door. Cllr NS advised the VH Mgr that if she felt uncomfortable entering the building on her own then to contact Cllr NS and he would accompany her into the building.
- Cllr NS had been approached by a resident about the nesting pigeons under the solar panels and resident advised of cost to stop this happening. Cllr NS advised this is not causing problems to the panels themselves just a mess on the pavement.

#### i. Update regarding online booking system

VH Mgr is currently testing the site. Clerk to arrange for this to be put onto the website once VH Mgr and Cllr NS satisfied.

#### ii. Management of pond – vegetation and wild area between pond and footpath

Cllr PM/NS

Cllr PM to follow up with the College again.

#### iii. Apple Press and maintenance plan with Village Society Group

Clerk advised she had received a request from the Chair of the Village Society Group about receiving £25p.a. from PPC in maintaining the Apple Press. Clerk advised she had only just received the financial information from the previous holders and needed to go through to work out how much of the monies received were actually allocated to the Apple Press to see whether the request was feasible. **Clerk to report back next month.**

#### iv. Village green grass cutting tender

Clerk advised the tender for the green was up for renewal in March 2021. PPC very happy with the way the green is being kept, however it will need to go out to tender as per finance regulations. Clerk to advise this to current contractor and speak with VH Mgr about obtaining new tenders. **Clerk to action.**

#### v. Manhole cover at VH Green

Clerk advised after much back and forth with ES Highways and Southern Water PPC were responsible for the broken manhole on the green. Cllr NS advised it was the rim that was broken and not the cover itself. Cost would be in the region of £50 to repair. This was noted.



## c. Playing Field/Pavilion

Cllr PM/NS

- Cllr PM reported the pedestrian gate entrance to the playpark would be repaired this week.
- It was noted that there wasn't an allotment working group. It was recommended that Cllr RJ and Cllr PM form this group. This was duly agreed.
- Cllr RJ reported the mounds of dumped earth at the allotment were increasing. He had received a quote of £530 for tidying, removal of mounds and making good of the two unworkable allotments. He had other contractors look at the work however they had an issue with removal of the unwanted earth. Cllr PM to speak with the college again as they had originally intended to do this as part of their rag week in March. **Clerk to create an agenda item.**
- Cllr PM reported that now there were less new keys in circulation at the Pavilion due to security breach the football club were concerned about access to their defib and are looking to move it to the barn subject to speaking to Honeybees. **Cllr PM will speak with football club chair and report back. Clerk - Agenda item for Dec.**

### i. To note annual playpark & skatepark inspection and action where necessary

Cllr PM reported the annual inspection had taken place with no amber or red action points to report and recommended the reports be accepted. This was duly noted and reports accepted.

### ii. Grant of easement and substation at tennis courts update

Clerk advised survey had taken place and newspaper adverts had been placed. She is speaking the Solicitor next week about Fields In Trust Head of Terms. **Clerk to report back.**

## 82. Interaction with Plumpton Primary School

Cllr PM

- Nothing to report.

## 83. Communications/Website

- Clerk reported there had been a few issues of missing policies and documents on the website after the accessibility upgrade, this had now been sorted. Cllr PS asked for the homepage to be updated and remove any information that is now not relevant. **Clerk to action.**
- Cllr NB asked for the online booking system to be integrated onto the website once trial taken place. **Clerk to action.**



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

- Cllr AG reported that Ladybirds were still running, however their numbers were much lower due to restrictions. Cllr NS asked members to consider waiving the fees for Nov and December in order for them to stay open. Ladybirds is a not for profit educational setting toddler group. PPC agreed in principle and to be ratified next month. **Clerk to action for agenda.**

Meeting closed 21.30

### Dates of next meetings:

8<sup>th</sup> December 2020 – Parish Council meeting 19.30 (REMOTE MEETING)

Anita Emery | Parish Clerk 12/11/2020

DRAFT