



PLUMPTON PARISH COUNCIL

2nd December 2020

To: The Councillors of Plumpton Parish Council

You are hereby summoned to attend the Parish Council e-meeting to be held online on Tuesday 8th December 2020 at 19.30pm for the purpose of transacting the following business.

Members of the Public Welcome – please contact the clerk on day of meeting by email to obtain log in details.

Signed *Anita Emery*

Anita Emery (Clerk to Plumpton Parish Council)

The AGENDA is as follows:

Member

- | | |
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| 85. To accept apologies for absence | Chair |
| 86. Declarations of pecuniary and disclosable interests in respect of matters to be discussed. | |
| 87. To Approve Minutes from Parish Council meeting held on 10 th November 2020 | Chair |
| 88. Clerk's Report on any Matters Arising from previous meeting. | |
| 89. Brief Report from the County and District Councillor on matters affecting this Parish. | |
| 90. Questions from Members of the Public – limited to a maximum of 15 minutes in total | |
| 91. Planning applications | |

SDNP/20/05252/LIS

Plumpton Place Ditchling Road Plumpton BN7 3AF
Replacement of four west elevation windows

Decisions to note:

LW/20/0699
The Warren Plumpton Lane
Erection of front extension
Decision: Granted.

- | | |
|---|---------|
| 92. Correspondence | |
| 93. Finance Committee | Cllr PS |
| a. To approve expenditure as itemised on the schedules | |
| b. To approve year to date accounts | |
| c. To approve combined bank balances | |
| d. Community Infrastructure Levy | |
| e. To ratify waiver of Ladybirds fees for November and December amounting to £200 | |
| f. To approve precept request for 2021/2022 at a 2% rise of £1219. | |
| g. To accept Mulberry & Co interim internal audit report. | |
| h. To discuss councillor remuneration | |



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| 94. Neighbourhood Plan Update | Cllr NB |
| 95. To note and action if necessary monthly RA reports. | |
| 96. Update on Fire Risk Assessment working group for VH and Pavilion | Cllr PM/NS |
| 97. To discuss/approve installation of fire alarm for pavilion | Cllr PM |
| 98. To discuss reforming of planning committee | Cllr NB |
| 99. Committee/Working Group Reports | |
| a. Transport and Environment/Footpaths/Policing | Cllr NB |
| (i) To appoint Cllr N Shefras to the T&E Committee | |
| b. Allotments | Cllr RJ/PM |
| c. Village Hall | Cllr NS |
| i. Update regarding online booking system | |
| ii. Management of pond – vegetation and wild area between pond and footpath | Cllr PM/NS |
| iii. Apple Press and maintenance plan with Village Society Group | |
| iv. Village green grass cutting tender | |
| v. To appoint Cllr JB onto VH Committee | |
| vi. Dog Remembrance | Cllr PM |
| d. Playing Field/Pavilion | Cllr PM/NS |
| i. To note playpark & skatepark inspection and action where necessary | |
| ii. Football Club defib | |
| iii. Grant of easement and substation at tennis courts update | |
| iv. To appoint Cllr JB onto the PF Committee | |
| v. Pavilion break-in and to discuss security. | |
| 100. Interaction with Plumpton Primary School | Cllr PM |
| 101. Communications/Website | |
| 102. Items to be reported by Parish Councillors and/or to be included in future meetings | |

Dates of next meetings:

12th January 2021 – Parish Council meeting 19.30 (REMOTE MEETING)

Anita Emery | Parish Clerk 02/12/2020



PLUMPTON PARISH COUNCIL

Minutes of the Parish Council Meeting held via E-meeting on 10th 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 10th October 2020

Chair

- Unanimously agreed that the minutes of 10th 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 25th 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 11th 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 chiring 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:

8th December 2020 – Parish Council meeting 19.30 (REMOTE MEETING)

Anita Emery | Parish Clerk 12/11/2020

DRAFT

Correspondence List for Plumpton Parish Council

Received since 4th Nov 2020

Subject / Type of Correspondence	Communicated to
1. Pyrotec – Pav fire extinguisher service	Clerk/TL/JD
2. SDNP – Parish workshops	Clerk/PPC
3. ESCC Local Cycling and Walking plan consultation	Clerk/PPC
4. ESALC – revised AGM date and papers	Clerk/RJ/PS
5. Ouse – Newsletter -	Clerk/PPC
6. ESCC – CSM area contacts	Clerk/PPC
7. SDNP Parish workshop details	Clerk/PPC
8. Hugh Spencer – ES Pension	Clerk
9. Andrew Clarke – Precept info dates	Clerk
10. ES Tree Health Warden	Clerk/PPC
11. ICO – Data Protection Cert	Clerk/VHMgr
12. Opus Energy – PF bill refund	Clerk
13. M Hitchin – LDC Local Plan meeting	Clerk/NB/PS
14. T Lambert – Pavilion Break in	Clerk/PPC
15. Alex Waterfield – works on allotment	Clerk/PM/RJ
16. G Webber – Lewes Seed Swap posters	Clerk/RJ/PM
17. ES Highways – Streat bridge closure	Clerk/PPC/FB
18. SDNP Finance – Walk book remittance	Clerk
19. LADLC – Agenda	Clerk/PPC
20. R Banks – Allotment	Clerk/RJ/PM
21. R Banks – Carbon reduction plan	Clerk/NB
22. S Lawrence – Cllr remuneration	Clerk/PPC
23. LDC – Playpark inspection report	Clerk/PM/RJ/NS/JB
24. Thea Davis LDC – departure letter	Clerk/NB/PS
25. Southern – Stakeholder feedback	Clerk/NB
26.	

Current Bank Accounts

List of Payments made between 11/11/2020 and 02/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2020	JPI MEDIA	202189	327.00		EASEMENT NEWSPAPER AD WK2
02/12/2020	BRITISH LEGION	212190	100.00		BRITISH LEGION ANNUAL DONATION
02/12/2020	LEE STEVENS	202191	31.20		L STEVENS - REPLACEMENT PLAQUE
02/12/2020	Surrey Hill Solicitors	202192	540.00		UKPN EASEMENT
02/12/2020	Mulberry & Co	202193	216.00		INTERIM INTERNAL AUDIT
02/12/2020	Nick Beaumont	202194	14.39		NB - ZOOM PAYMENT
02/12/2020	SALARIES	202195	2,025.45		SALARIES MTH 9
02/12/2020	East Sussex Pension Fund	202196	600.69		MTH 9 PENSION CONTRIBUTIONS
02/12/2020	HMRC	202197	156.18		PAYE/NIC MTH 9
02/12/2020	Anita Emery	202198	64.38		CLERK EXPENSES MTH9
02/12/2020	ICO	202177	-5.00		ICO COLLECTED £5 LESS

Total Payments	<u>4,070.29</u>
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Time: 13:50

Current Account

List of Payments made between 09/11/2020 and 02/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2020	LEWES DISTRICT COUNCIL	202169	180.00		LICENSE ANNUAL FEE
02/12/2020	J&B SERVICES	202170	42.00		VH WINDOW CLEANING
02/12/2020	Opus Energy	202171	536.30		ELECTRIC 9.10-8.11.2020
02/12/2020	CJS Portsmouth	202172	9.53		CLEANING SUNDRIES
02/12/2020	Jane Donovan	202173	45.28		VH MANAGER EXPENSES
02/12/2020	Public Works Loan Board	202174	2,397.20		LOAN REPAYMENT
02/12/2020	PLUSNET	202175	30.00		BROADBAND

Total Payments	<u>3,240.31</u>
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Current Account

List of Payments made between 10/11/2020 and 02/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2020	Glyn Wells	202143	1,011.70		GRASS CUTTING AUG-OCT
02/12/2020	Lewes District Council	202144	18.00		PLAY INSPECTION
02/12/2020	OPUS ENERGY	212145	270.14		ELECTRIC
02/12/2020	LUCY LOCKSMITH	202146	240.00		LOCK REPLACEMENT PAVILION
02/12/2020	R WESTGATE	202147	276.00		PLAYPARK GATE POSTS
02/12/2020	PYROTEC	202148	130.41		PAV FIRE EXTINGUISHER SERVICE
02/12/2020	MPS ELECTRICS	202149	396.00		INSTALLATION OF RING DOORBELL
02/12/2020	BOURNE SPORT	202150	960.00		AERATION AND VERTIDRAINING
02/12/2020	PLUSNET	202151	30.00		BROADBAND
02/12/2020	CASTLE WATER	202152	5.00		PAYMENT ADJUSTMENT
02/12/2020	OPUS ENERGY	REFUND	-539.05		ELECTRIC REFUND

Total Payments	<u>2,798.20</u>
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Detailed Receipts & Payments by Budget Heading 02/12/2020

REPORT 1

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Receipts</u>							
1076 Precept	60,953	60,953	0			100.0%	
1078 Community Infrastructure Levy	1,752	0	(1,752)			0.0%	1,752
1090 Interest Received	53	110	57			47.9%	
1100 Allotment Rent	180	210	30			85.7%	
1110 Grants Received	1,463	0	(1,463)			0.0%	
1112 LYCH GATE DONATIONS	8,480	0	(8,480)			0.0%	
1113 WALK BOOKS DONATIONS	300	0	(300)			0.0%	
1114 UKPN LEGAL FEES REIMBURSED	2,774	0	(2,774)			0.0%	
1115 APPLE PRESS INCOME	108	0	(108)			0.0%	
1150 Miscellaneous Income	225	51	(174)			442.0%	
1151 ANNUAL INSURANCE	2,463	0	(2,463)			0.0%	
	78,751	61,324	(17,427)			128.4%	1,752
6001 Receipts :- Receipts							
6001 less Transfer to EMR							1,752
	78,751	61,324	(17,427)			128.4%	1,752
Movement to/(from) Gen Reserve	76,999						
<u>101 Payments</u>							
4000 SALARIES	20,270	27,642	7,372		7,372	73.3%	
4005 PAYE & NIC	850	1,130	280		280	75.3%	
4006 Pension	4,559	5,548	989		989	82.2%	
4010 Office Allowance	548	1,100	552		552	49.8%	
4015 Subs & Charges	1,172	1,710	538		538	68.5%	
4025 Stationery & Postage	207	640	433		433	32.4%	
4030 Printing	0	100	100		100	0.0%	
4045 Training and Conference Fees	0	948	948		948	0.0%	
4046 Councillor's Expenses	14	100	86		86	14.4%	
4050 Telephone	101	0	(101)		(101)	0.0%	
4055 Insurance	2,657	250	(2,407)		(2,407)	1062.9%	
4060 S137 Grants	200	1,500	1,300		1,300	13.3%	
4061 Charity Grants	14,484	14,484	0		0	100.0%	
4065 Bank Charges	9	50	41		41	18.0%	
4070 Maintenance	846	3,087	2,241		2,241	27.4%	
4071 Fixed Asset Maintenance	18	870	852		852	2.0%	
4073 Litter Bins	468	850	382		382	55.1%	
4076 Misc Expenditure	200	250	50		50	80.0%	
4080 Professional Fees	0	750	750		750	0.0%	
4081 IT	673	1,910	1,237		1,237	35.3%	
4085 Audit Fees	670	850	180		180	78.8%	
4090 Election Fees	0	1,000	1,000		1,000	0.0%	
4150 Speed Limit Community Match	0	500	500		500	0.0%	

Detailed Receipts & Payments by Budget Heading 02/12/2020

REPORT 1

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4200 Contingency	306	1,500	1,194		1,194	20.4%	
4201 LEGAL FEES	6,194	0	(6,194)		(6,194)	0.0%	
4260 LYCH GATE EXPENDITURE	8,394	0	(8,394)		(8,394)	0.0%	
4261 WALK BOOKS	1,885	0	(1,885)		(1,885)	0.0%	
Payments :- Indirect Payments	64,725	66,769	2,044	0	2,044	96.9%	0
Movement to/(from) Gen Reserve	(64,725)						
999 VAT Data							
115 VAT Refunds	11,911	0	(11,911)			0.0%	
VAT Data :- Receipts	11,911	0	(11,911)				0
515 VAT on Payments	3,757	0	(3,757)		(3,757)	0.0%	
516 VAT due to VH & PF accs	8,185	0	(8,185)		(8,185)	0.0%	
VAT Data :- Indirect Payments	11,941	0	(11,941)	0	(11,941)		0
Movement to/(from) Gen Reserve	(30)						
Grand Totals:- Receipts	90,662	61,324	(29,338)			147.8%	
Payments	76,667	66,769	(9,898)	0	(9,898)	114.8%	
Net Receipts over Payments	13,995	(5,445)	(19,440)				
less Transfer to EMR	1,752						
Movement to/(from) Gen Reserve	12,244						

Detailed Receipts & Payments by Budget Heading 02/12/2020

REPORT 2

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1090 Interest Received	6	0	(6)			0.0%	
1130 Hiring Income	3,964	27,320	23,356			14.5%	
1131 HALL HIRE DEPOSIT	600	0	(600)			0.0%	
1150 Miscellaneous Income	225	0	(225)			0.0%	
1160 FIT Payments	4,573	5,250	677			87.1%	
	<u>9,367</u>	<u>32,570</u>	<u>23,203</u>			<u>28.8%</u>	<u>0</u>
Income :- Receipts							
Movement to/(from) Gen Reserve	<u>9,367</u>						
101 Payments							
4001 Holiday Cover	20	0	(20)		(20)	0.0%	
4003 VH Manager Expenses	744	915	171		171	81.3%	
4010 Electricity	1,466	4,830	3,364		3,364	30.4%	
4011 Water	233	580	347		347	40.1%	
4015 Village Green Maintenance	2,498	4,200	1,703		1,703	59.5%	
4021 HALL DEPOSIT RETURNS	400	210	(190)		(190)	190.5%	
4050 Telephone/Internet	200	0	(200)		(200)	0.0%	
4055 Insurance & Licences	1,742	2,500	758		758	69.7%	
4070 Maintenance	1,375	2,000	625		625	68.8%	
4071 Bins	626	250	(376)		(376)	250.3%	
4076 Miscellaneous Expenditure	0	300	300		300	0.0%	
4077 Sundries	328	1,200	872		872	27.3%	
4090 Fire Inspection	1,159	1,100	(59)		(59)	105.4%	
4100 Subscriptions	79	0	(79)		(79)	0.0%	
4120 3-5 Year Maintenance	(676)	3,000	3,676		3,676	(22.5%)	3,850
4400 PWLB	4,827	5,000	173		173	96.5%	
4500 Projects	0	6,000	6,000		6,000	0.0%	
	<u>15,022</u>	<u>32,085</u>	<u>17,063</u>	<u>0</u>	<u>17,063</u>	<u>46.8%</u>	<u>3,850</u>
Payments :- Indirect Payments							
6001 less Transfer to EMR	0						
Movement to/(from) Gen Reserve	<u>(15,022)</u>						
999 VAT Data							
115 VAT Refunds	1,116	0	(1,116)			0.0%	
	<u>1,116</u>	<u>0</u>	<u>(1,116)</u>				<u>0</u>
VAT Data :- Receipts							
515 VAT on Payments	1,326	0	(1,326)		(1,326)	0.0%	
	<u>1,326</u>	<u>0</u>	<u>(1,326)</u>	<u>0</u>	<u>(1,326)</u>		<u>0</u>
VAT Data :- Indirect Payments							
Movement to/(from) Gen Reserve	<u>(210)</u>						

Detailed Receipts & Payments by Budget Heading 02/12/2020

REPORT 2

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	10,483	32,570	22,087			32.2%	
Payments	16,347	32,085	15,738	0	15,738	51.0%	
Net Receipts over Payments	<u>(5,864)</u>	<u>485</u>	<u>6,349</u>				
less Transfer to EMR	0						
Movement to/(from) Gen Reserve	<u>(5,864)</u>						

Detailed Receipts & Payments by Budget Heading 02/12/2020

REPORT 3

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1090 Interest Received	6	5	(1)			111.0%	
1110 Grants Received	14,484	14,484	0			100.0%	
1115 Donations Received	64	0	(64)			0.0%	
1130 Hiring Income	3,882	7,570	3,688			51.3%	
1140 Fundraising Income	0	1,000	1,000			0.0%	
Income :- Receipts	18,436	23,059	4,623			79.9%	0
Movement to/(from) Gen Reserve	18,436						
101 Payments							
4010 Electricity	1,618	3,713	2,095		2,095	43.6%	
4011 Water	115	800	685		685	14.3%	
4015 Grass & Pitch	13,360	5,000	(8,360)		(8,360)	267.2%	
4025 Window Cleaner	43	200	157		157	21.5%	
4050 Telephone/Internet	205	210	5		5	97.6%	
4055 Insurance & Licences	901	950	49		49	94.8%	
4070 Maintenance	1,110	4,120	3,010		3,010	26.9%	
4076 Miscellaneous Expenditure	0	600	600		600	0.0%	
4080 Professional Fees	0	113	113		113	0.0%	
4090 Fire Inspection	334	258	(76)		(76)	129.3%	
4100 FIT Subscription	0	70	70		70	0.0%	
4200 Pavilion	286	0	(286)		(286)	0.0%	
4210 Skatepark	0	400	400		400	0.0%	
4211 Play Park	953	2,000	1,047		1,047	47.7%	
4400 3-5 Year Plan (Pavilion)	0	3,000	3,000		3,000	0.0%	
Payments :- Indirect Payments	18,925	21,434	2,509	0	2,509	88.3%	0
Movement to/(from) Gen Reserve	(18,925)						
999 VAT Data							
115 VAT Refunds	3,402	0	(3,402)			0.0%	
VAT Data :- Receipts	3,402	0	(3,402)				0
515 VAT on Payments	2,846	0	(2,846)		(2,846)	0.0%	
VAT Data :- Indirect Payments	2,846	0	(2,846)	0	(2,846)		0
Movement to/(from) Gen Reserve	556						

Detailed Receipts & Payments by Budget Heading 02/12/2020

REPORT 3

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	21,838	23,059	1,221			94.7%	
Payments	21,771	21,434	(337)	0	(337)	101.6%	
Net Receipts over Payments	<u>67</u>	<u>1,625</u>	<u>1,558</u>				
Movement to/(from) Gen Reserve	<u>67</u>						

Plumpton Parish Council

Bank - Cash and Investment Reconciliation as at 2 December 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

02/12/2020	Current Account	54,384.24
02/12/2020	Business premium	4,301.27
02/12/2020	Reserve Account	25,025.12

83,710.63

Unpresented Payments

3,975.29

79,735.34

Receipts not on Bank Statement

0.00

Closing Balance

79,735.34

All Cash & Bank Accounts

Current Bank Accounts	54,710.22
Reserve Account	25,025.12
Other Cash & Bank Balances	0.00
Total Cash & Bank Balances	79,735.34

Plumpton Village Hall

Bank - Cash and Investment Reconciliation as at 2 December 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

02/12/2020	Current Account	9,099.34	
02/12/2020	Deposit Account	14,580.06	
			23,679.40

Unpresented Payments

1,031.55

22,647.85

Receipts not on Bank Statement

0.00

Closing Balance

22,647.85

All Cash & Bank Accounts

	Current Account	8,067.79
	Deposit Account	14,580.06
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	22,647.85

Plumpton Playing Field

Bank - Cash and Investment Reconciliation as at 2 December 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

02/12/2020	Current Account	22,995.25
02/12/2020	Deposit Account	13,654.64
02/12/2020	Pavilion Account	1,167.15
31/03/2018	NSI Investment Account	1,705.59

39,522.63

Unpresented Payments

3,032.11

36,490.52

Receipts not on Bank Statement

0.00

Closing Balance

36,490.52

All Cash & Bank Accounts

Current Account	19,963.14
Deposit Account	13,654.64
Pavilion Account	1,167.15
NSI Investment Account	1,705.59
Other Cash & Bank Balances	0.00
Total Cash & Bank Balances	36,490.52




Lewes District Council

Detailed Inspection Report Generated by PSSLive

This report shows findings and tasks recorded during the inspection(s) matching the selection criteria set in the Report Wizard. If no findings or tasks are shown, none were recorded.

Each inspection includes a declaration signed by the inspector stating that no defects were found other than those recorded.

Inspections Included in Report:

Provider	Site Name	Inspection Actual Date/Time	Inspection Type	Inspector	Signature
Lewes District Council	Plumpton play area	25/11/2020 12:14:00	Playground- Routine Visual	Steve Booker	


Finding Summary:

Site Name	Asset Name	Finding Title	Creation Date	Resolve By Date	Risk Level
Plumpton play area	Log Stockade	Item - Timber rotting	28/07/2020 14:13:00	27/08/2020 14:14:00	Low
Plumpton play area	Flat Seat	Item - Out of Use at time of inspection	28/07/2020 14:09:00		Very Low

Lewes District Council Sites

Plumpton play area

Inspection Details:

Site Name	Inspection Actual Date/Time	Inspection Type	Inspector	Signature
Plumpton play area	25/11/2020 12:14:00	Playground-Routine Visual	Steve Booker	

Site Properties:

Site Name	Address	Postcode	Disabled Access
Plumpton play area			No

Plumpton play area Findings and Tasks:

No Findings

Previously Reported Findings (Not included above)

Plumpton play area

Flat Seat Findings

Asset Name	Finding Title	Finding Creation	Location	Resolve By Date	Resolved Date	Risk Level	Cause
Flat Seat	Item - Out of Use at time of inspection - (previously reported)	28/07/2020				Very Low	Other - See Finding Notes

Finding Notes: One swing has been put out of use presumably for social distancing reasons.

Finding Images:



Log Stockade Findings

Asset Name	Finding Title	Finding Creation	Location	Resolve By Date	Resolved Date	Risk Level	Cause
Log Stockade	Item - Timber rotting - (previously reported)	28/07/2020		27/08/2020		Low	Wear and Tear

Finding Notes: Timbers rotting.

Finding Images:

