



PLUMPTON PARISH COUNCIL

Minutes of the Parish Council Meeting held via E-meeting on 8th December 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 Nick Satchell (Cllr NS), Cllr Jim Brown (Cllr JB), District Councillor R Banks (Cllr RB).

Absent: Cllr N Shefras (Cllr Shefras) and County Councillor S Osborne (Cllr SO).

Also present, Anita Emery (Clerk & RFO).

Members of the Public: 0

Signed *Anita Emery*

Anita Emery (Clerk to Plumpton Parish Council)

The AGENDA is as follows:

Member

85. To accept apologies for absence

Chair

- Cllr Shefras and County Cllr Osborne tendered their apologies and reasons accepted.

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

- None

87. To Approve Minutes from Parish Council meeting held on 10th November 2020

Chair

- Unanimously agreed that the minutes of 10th November were an accurate account of that meeting.

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

- Clerk advised still no response from ESCC on whether they will fully cut back the brambles on Station Rd by Smithys Close. Clerk to chase.

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

- Cllr SO was unable to attend due to prior engagement.
- Cllr RB reported LDC would be writing to MP's over the concerns of the planning white paper.
- Reduction in rail services from Plumpton 11.35 northbound and 13.54 southbound has been removed. GTR responded if numbers improve post covid they would reverse the changes. Cllr RB made it known that it was important to keep hourly services from Plumpton.
- Cllr RB attended a helpful Plumpton T&E meeting last week.
- Fly tipping across LDC has trebled over the last quarter.



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- Cllr RB was involved along with Cllr's RJ and PM in retrieving the water butt from the stream which was swept away from the allotments in the heavy rain recently.

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

- None

91. Planning applications

SDNP/20/05252/LIS

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

- Unanimously agreed to submit a no comment response. **Clerk to action.**

Decisions to note:

LW/20/0699

The Warren Plumpton Lane
Erection of front extension
Decision: Granted.

- The above decision was noted by council.

92. Correspondence

- Correspondence noted by Council with no comments made.

93. Finance Committee

Cllr PS

- Cllr PS reported nothing out of the ordinary, income down on the VH as previously reported due to CV-19. Easement work is a net in net out. Cllr PS and Cllr PB had seen the bank statements against bank reconciliation and advised these were in order. Cllr PS therefore recommended to Council to approve items 93a-c. This was unanimously agreed and approval of Appendix 1 PPC £4070.29, Appendix 2 VH £3240.31 and Appendix 3 PF £2798.20 were signed by the FC chair.
 - 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
- Cllr PS advised nothing to note. Will receive 25% of CIL once land behind Oakfield development east of Station Road commences.
- e. To ratify waiver of Ladybirds fees for November and December amounting to £200
- This was unanimously agreed. Cllr NS wished it be noted that Ladybirds were grateful for the waiver.



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- f. To approve precept request for 2021/2022 at a 2% rise of £1219.
- Unanimously agreed to submit a precept request of 2% rise amounting to £1219 for 2021/2022. This is a total precept request of £62,172.00. See November minutes for discussion of precept.
- g. To accept Mulberry & Co interim internal audit report.
- Council noted the interim audit report – nothing material on the report that Council do not have in hand. It was unanimously agreed to accept the report. Cllr PS extended thanks to Anita for her continued control and governance.
- h. To discuss councillor remuneration
- Clerk had distributed the Town and Parish Council remuneration report from LDC. It was noted that it was only applicable to elected members being 4 out of 9 councillors. After much discussion it was agreed to have the allowance available to councillors, but to defer the vote to the Annual Meeting in May as not financially viable for the financial year of 2021/22. Finance Committee will assess the appropriate level of allowance within the guidelines. It was however unanimously agreed that any out of pocket expenses are reimbursed by the Parish Council. **Clerk to place on Annual Meeting agenda.**

94. Neighbourhood Plan Update

Cllr NB

- Cllr NB reported the that archaeological survey had commenced on the land behind Oakfield.

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

- There was nothing to note on the risk assessments. Cllr PS queried whether CCTV should be on the RA reports now there are ring doorbells at the pavilion and village hall. Clerk advised the retention policy will need to be updated and adopted at the Jan meeting. **Clerk to action.**
- Cllr RJ advised he was currently working with the VH Manager on the format of the spreadsheets. Cllr NB queried the date on the pond work at the green.

96. Update on Fire Risk Assessment working group for VH and Pavilion

Cllr PM/NS

- Cllr PM/RJ went through the FRA action points with the VH Manager and highlighted and agreed the actions that were needed. VH Manager has actioned the majority and action plan has been updated. Cllr NS reported the VH FRA was mainly completed apart from a few small issues.

97. To discuss/approve installation of fire alarm for pavilion

Cllr PM



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- Cllr PM/RJ advised 3 quotes have been received all within the £4-£4.5k region. Two were category L3 and one L2. Both needed to speak with someone with expert knowledge on the quotes and also obtain annual expenditure once installed. Clerk also to speak with insurance company to find out if there is a minimum requirement in the policy on what category is required. Further investigation required and to report back in January. It was noted that the action for the fire alarm on the assessment was one month, however Cllr PB noted the assessment quoted 'action to be taken' and it was agreed that action is being taken. **Clerk to action.**

98. To discuss reforming of planning committee

Cllr NB

- Cllr NB put it to Council about reforming the planning committee as it is currently part of the PPC meeting. After much discussion, it was agreed to defer until annual meeting in May and elect a chair. **Clerk to action for annual meeting.**

99. Committee/Working Group Reports

a. Transport and Environment/Footpaths/Policing

Cllr NB

- Cllr NB reported T&E committee met last week and discussed road safety at South ed downs junction and school. There is currently no school patrol and discussion was had about making it safer. ES Highways advised a feasibility study was needed in order to review. PPC would have to bear the cost of £500. It was unanimously agreed to spend and take from community speed watch earmarked reserves. **Clerk to action movement.**
- ES Highways have relaxed their Working practice on vehicle activation signs as previously if there wasn't a speed issue or accident record then a license would not be granted. NB gathering quotes cost expected to be in region of £1800 per sign. Cllr NB collecting other parish experiences. The sign would have to be managed by the parish council and there is a license cost per site of approx. £50 if installed on existing street furniture. **Cllr NB to report back.**
- Cllr NB reported on gate entrances to the village which could create an impact on potential speeding. This would have to be financed by parish council and could be a potential CIL expenditure.
- Cllr RB advised he has put a request in for the roundels to be refreshed.
- Cllr NB advised the terms of reference are out of date – clerk is currently working on updating them. Cllr NB asked council if neighbourhood watch and policing still relevant now that there is facebook? Council agreed to have a link on website with neighbourhood first and PCSO contacts. **Clerk to action.**
- Cllr NB also advised T&E committee should also cover footpaths. Terms of reference can include this.

(i) To appoint Cllr N Shefras to the T&E Committee

- Unanimously agreed.

b. Allotments

Cllr RJ/PM

- Cllr RJ reported the college had cut back and worked on the areas in need of work at the allotment and there is a significant improvement but more work and rotavating is still required. Cllr RJ waiting to hear back from college. As agreed before lockdown a



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donation would be made to the college for their work. College wished for a donation directly to their charity choice. It was unanimously agreed to donate £100 to Pulmonary Hypertension Association UK. **Clerk to action.**

c. Village Hall

Cllr NS

- i. Update regarding online booking system
 - System tests working well and will be put up on website by end December/January. Cllr NS advised regular users were using the hall and hope to see a small improvement on the income.
- ii. Management of pond – vegetation and wild area between pond and footpath
 - Cllr PM mentioned to college and is waiting to hear back as it depends on term times and curriculum.
- iii. Apple Press and maintenance plan with Village Society Group
 - Clerk advised as per last meeting a request from Village Society to pay them £25 per annum for the upkeep of the apple press. Having looked at the accounts and information provided by VAP the apple press was self funding and needed maintenance every 5 years. Therefore council agreed for Village Society Group to submit a bill to PPC as and when maintenance was required rather than pay an annual fee to the Society. **Clerk to advise.**
- iv. Village green grass cutting tender
 - Clerk advised she had given the current contractor notice as per the contract of the tender as expires in March 2021 and an advert would go out into the parish magazine in January and adverts will be placed on Facebook and website. Council to make decision in March 2021.
- v. To appoint Cllr JB onto VH Committee
 - Unanimously agreed.
- vi. Dog Remembrance
 - Cllr PM had received a request from a resident about providing a dog remembrance area at the playing field. After a discussion it was agreed that the site is primarily a playing field and whilst various trees and benches had discrete remembrance plaques, it was not a remembrance site and perhaps the church yard or somewhere else would be a more suitable place.

Cllr PM/NS

Cllr PM

d. Playing Field/Pavilion

Cllr PM/NS

Cllr PM reported the playing field had received some verti and mole draining. After which the weather had become quite wet and resulting in a member of the archers to



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park on the grass and get stuck leaving some damage to the ground. Cllr PM had written to the secretary of Bowmen who will reiterate not to park on the grass in wet weather. Cost to repair would be in the region of £90. Cllr PS commented, it could be worth re-visiting converting some area of the grass away from playing areas to some grass grid hard standing which could be a CIL investment.

- i. To note playpark & skatepark inspection and action where necessary
 - Cllr PM reported nothing to highlight that is not being actioned.
- ii. Football Club defib
 - Cllr PM advised football club now has access to the pavilion with one key having been provided to them. VH manager has a list of keyholders.
- iii. Grant of easement and substation at tennis courts update
 - Clerk advised Fields in Trust have the application and panel are not meeting until January. Once received result, easement and tennis club lease should be released.
- iv. To appoint Cllr JB onto the PF Committee
 - Unanimously agreed. Cllr PM advised meeting being held on 26th January. Clerk to double check Cllr RJ's appointment to PF Committee.
Clerk to action.
- v. Pavilion break-in and to discuss security.
 - After locks had been changed the pavilion was broken into via a small window. Police had taken forensics and the window is now fixed. Ring doorbells had been fitted on the front and back doors. It was also agreed to spend an additional £377 on changing the remaining locks.

100. Interaction with Plumpton Primary School Cllr PM

- Nothing to report.

101. Communications/Website

- Nothing to report.

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

- Cllr NS reported along with the clerk a purchase had been made for door sensors for the VH following the attempted break-in whilst VH manager was in the building.



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- Cllr NB advised members he had sent them all the briefing note on a meeting that himself, Cllr PS and Cllr N Shefras had with LDC on the expiration of LPP1 in May 2021. LDC are issuing an interim statement by 14th December and advised councillors to read this briefing and statement by the next PPC meeting. **Clerk to action for agenda item.**
- Cllr NB thanked Council for their work over the past year and wished all a Happy Christmas.

Meeting closed: 21:21

Dates of next meetings:

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

Anita Emery | Parish Clerk 10/12/2020

DRAFT

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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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 3,240.31

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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