



PLUMPTON PARISH COUNCIL

Minutes of the Parish Council Meeting held via E-meeting on 12th January 2021 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 N Shefras (Cllr Shefras), Cllr Jim Brown (Cllr JB), District Councillor R Banks (Cllr RB).

Absent: County Councillor S Osborne (Cllr SO).

Also present, Anita Emery (Clerk & RFO).

Members of the Public: 2

Signed *Anita Emery*

Anita Emery (Clerk to Plumpton Parish Council)

The AGENDA is as follows:

Cllr NB requested that item 108 be brought forward and to follow item 104. This was duly agreed.

102.To accept apologies for absence

- County Cllr Osborne tendered her apologies.

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

- Cllr Satchell declared an interest in agenda item 107.

104.To Approve Minutes from Parish Council meeting held on 8th December 2020

- Cllr NB advised item 93(h) of the minutes of 8th December 2020 were misleading, the second line read 'agreed to have the allowance available to Councillors' which made it look like a decision had been made. Cllr NB therefore wished this line to be removed leaving wording 'defer decision to annual meeting in May'. This was duly agreed by all members.
- It was agreed to therefore based on the above change to unanimously approve the minutes of the meeting held on 8th December 2020.

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

- Lee Stevens (LS) and Carole Nicholson (CN) from the Plumpton Village Society wished to advise PPC of their early stage ideas regarding the Queens Platinum Jubilee which is taking place in June 2022. The celebration wouldn't just be a party but to acknowledge everything that has happened during her reign. It is proposed the Village Society will act as an umbrella on arrangements, in close collaboration with PPC, in the hope that many residents/groups would get involved. There is also the Queens Green Canopy scheme where the Government are implementing planting of trees. If PPC hear of anything from either LDC/SDNP to let them know.



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- CN wished also to update Council on the climate change developments that both CN and her husband had been researching and how the community that relies on fossil fuel can reduce their own carbon emissions. Both LDC and SDNP have set their own time frames. CN reported that following on from a letter she had written it was discovered that Barcombe have introduced an exploratory set of studies with Community Energy South. CN is having a meeting with Community Energy South and PPC were happy that she represented them. CN will report back to PPC in due course.

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

- Clerk advised she was working on the retention policy document to include the Ring doorbell system at the Pavilion and Village Hall. Still waiting to hear back from ESCC re the brambles at Station Road/Smithy's Close. She will add the details of the PCSO on the links page of the website.

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

- Cllr RB reported he is continuing to challenge the draft LDC interim policy statement for housing delivery and is happy to keep working with PPC (per item 107).
- Testing site at the Racecourse had received resident complaints due to satnavs and vandalised signs taking public into the wrong area – this has now been rectified. ES Highways emergency number is 0345 608193.
- Cllr RB had noticed that the station parking had been raised to £6.60 per day. After complaining it was then reduced back to the £4.20.
- CV19 support group still continues as well as the LDC community hub who can apply for priority status with supermarkets if residents are self isolating or vulnerable.

107. Expiry of LDC Local Plan Part 1 - Interim Policy Statement

To discuss possibilities/impact on housing delivery in the Parish after May 2021 and PC actions

- Need for, and function of, Steering group
- Interim Policy Consultation response

- Cllr NB wished to discuss with PPC regarding the expiry of LDC Local Plan Part I in May 2021. Cllr NB thanked Cllr PS for the summary and suggested responses to the informal consultation.
- After a discussion it was agreed to form a Steering Group consisting of Cllr PS (lead), Cllr NB, Cllr Shefras. Cllr RJ would input some questions/clarifications forward. It was also suggested to contact other local parishes. Cllr RB was happy to be an adhoc visiting member to the steering group. Cllr PS would devise a Terms of Reference for the group. The Steering Group would draft response which needs to be submitted by 28th January. Cllr NB would put a small article in the parish magazine and on council website.



109.Planning applications

LW/20/0779

Inholmes Farm Station Road BN7 3DE

Rear extension above kitchen to create additional bedroom, alteration to the roof layout with the removal of the existing velux windows replaced with traditional pitched roof dormers.

- It was unanimously agreed to file a 'no comment' response. **Clerk to action.**

Decisions to note:

110.Correspondence

- Nothing to note.

111.Finance Committee

- Cllr PS reported nothing unusual to report apart from the lack of income for the Village Hall. The bank statements and reconciliations had been checked by Cllr PB and himself and therefore suggested to approve items a-c. Clerk wished it note 2 additional payments as follows;
 1. PF – J&B Window Cleaning - £43.00
 2. VH – Hallmaster subscription - £224.40
- a. To approve expenditure as itemised on the schedules
- b. To approve year to date accounts
- c. To approve combined bank balances
- It was unanimously agreed to approve items 111 a-c (Appendix 1 PPC £4,636.75. Appendix 2 VH £744.64. Appendix 3 PF £546.95).
- d. Community Infrastructure Levy
- Standing agenda item – nothing to report.

112.To adopt recommended changes to PPC Standing Orders.

- Cllr PS wished to thank Cllr RJ for his contribution to clarify some of the policy wording. The additions to the SO's were for clarification purposes only and the only removal was the four-year term of the chair. It was unanimously agreed to adopt the standing orders. **Clerk to action.**



113. Neighbourhood Plan Update

- Cllr NB advised the Oakfield development is now being advertised on the Sigma Homes website. Cllr NB will contact the Glebe site developer and to touch base with the Riddens Lane and Strawlands developers. **Cllr NB to action.**

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

- Cllr RJ reported VH Manager had made some changes to the RA's format for which many thanks. These were duly noted.

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

- Cllr PM reported that himself, Cllr RJ and the VH Manager met to discuss the action points of the FRA and can confirm all key points of the FRA for the Pavilion are now addressed including the fire alarm system to be discussed at 116 below.
- Cllr NS reported the following had been addressed for the VH FRA.
- Lightning conductor to be tested. Awaiting appointment from Marcus Smith.
- Committee Room and VH Manager office door gaps to be reduced.
- Met with VH Manager and Cllr Gardiner and it was decided to take no action at present as adjustment opportunity and gaps are minimal. Will consider when maintenance on doors is needed.
- Replace emergency light at the top of the stairs in the production room to a brighter light, as nobody is using this room during lock-down, will get Marcus Smith to quote when he comes to test the lightning conductor.
- Extra smoke detector ordered for stage area, due for delivery this week.

116. To update/discuss/approve installation of fire alarm for pavilion

- Cllr PM reported on the research regarding different category level requirements for the fire alarm system. It was decided that level 3 standard alarm is a suitable level alarm for the pavilion. PPC received 3 quotes £4194 (ACE), £4390 (Securitel) & £3950 (ESFAE) ex VAT. It was unanimously agreed to proceed with ACE £4194 + VAT having also been recommended. The quote includes 2 years parts and labour. There will be an annual service charge of £65 +VAT. Work to take place February half term.

117. Committee/Working Group Reports

a. Transport and Environment/Footpaths/Policing

- Cllr NB reported that the T&E Committee were meeting with SK Transport Consultant is working for Fairfax Developers. They had heard via ES Highways that PPC were looking at Vehicle Activation Signs and the road safety at the school. Cllr NB would report back. Cllr PS commented that the speculative involvement of developers with



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ES Highways was no reason to defer local initiatives as they should not be in a position to dictate a solution – this was noted.

- The feasibility study had been set up with ES Highways but now we are in lockdown and the school is closed the study will take place once lockdown is lifted.

b. Allotments

- Cllr RJ reported the brush cutting had improved the look of the area. Through the flooding, bedding had been raised/pushed to one side. It had been suggested that PPC may consider an open weave flexible fencing by the stream to protect allotment holder items from being washed away. Cllr RJ will report back with more information and it was also to be noted the allotment holders would contribute a small amount of money towards this scheme.

c. Village Hall

- Cllr NS reported the VH is currently on lockdown, the online booking system Hallmaster is now in operation and on the Parish Council website, we are currently testing it so we can make any minor modifications prior to members of the public being able to access it fully. It can currently be viewed for availability of rooms, bookings can be made by via emails to VH Manager.
 - Subscription to ring doorbell has been paid so we can now access videos going back 30 days.
 - Front door fob is broken although nobody needs access at the moment. Cllr NS will arrange for this to be fixed.
- i. Update regarding online booking system
 - As noted in above report.
 - ii. Management of pond – vegetation and wild area between pond and footpath
 - Nothing to report as waiting on College.
 - iii. Village green grass cutting tender
 - Clerk report she had received some interest and will send tender details out by 31st January to the contractors.
 - iv. Use of VH as an emergency rest centre
 - Clerk reported that she had been asked by ESCC again about using the hall as an emergency rest centre. Clerk advised after the previous inspection took place ESCC wanted substantial modifications made to the hall but were not willing to fund and needed the VH Manager and Clerk on call 24/7, which PPC at the time did not want. Based on this it was unanimously agreed to decline the offer. **Clerk to action.**
 - v. To adopt VH terms of reference
 - Cllr AG advised there was a typo on the final sentence – **Clerk to action.**
 - It was unanimously agreed to adopt the VH Terms of Reference.



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d. Playing Field/Pavilion

- i. To note playpark & skatepark inspection and action where necessary
 - Cllr PM advised nothing outside low priority to report on the inspection and this was duly accepted.
- ii. Grant of easement and substation at tennis courts update
 - Clerk advised papers are with Fields in Trust who are meeting towards the end of January to discuss.
 - Cllr PM reported he had received correspondence from the tennis club Chair that they are looking at upgrading their security to Wi-Fi and was there a possibility of using the pavilion broadband. Cllr PM is to investigate and report back.
- iii. To appoint Cllr RJ to the playing field committee
 - This was unanimously agreed.
- iv. To adopt PF terms of reference
 - This was unanimously agreed.

118. Interaction with Plumpton Primary School

- Nothing to report

119. Communications/Website

- Nothing to report

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

- Clerk reported she had just received an update from Honeybees advising of their current position which would be distributed to all councillors.
- Cllr RJ asked if the LDC Pitch Strategy papers that had been received needed action. Cllr PM confirmed it was for information purposes and no action was required.
- Cllr NB reported that East Chiltonton had received enough supporters on board for the community fibre broadband initiative. Cllr PS recommended PPC investigate this as it may benefit the many parishioners working from home (especially those with lots of children using internet bandwidth) – **Cllr PS to report back with more information.**

Dates of next meetings:

9th February 2021 – Parish Council meeting 19.30 (REMOTE MEETING)

Anita Emery | Parish Clerk 15/01/2021

Current Bank Accounts

List of Payments made between 08/12/2020 and 07/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/01/2021	Viking Direct	202199	60.55		STATIONERY
06/01/2021	Lewes District	2021100	187.20		DOG BINS TO 31.3.2021
06/01/2021	East Sussex Highways	2021102	600.00		SOUTHDOWN'S FEASIBILITY STUDY
06/01/2021	Surrey Hill Solicitors	2021103	240.00		EASEMENT LEGAL FEES
06/01/2021	Surrey Hill Solicitors	2021104	180.00		EASEMENT LEGAL FEES
06/01/2021	Treaty Services Ltd	2021105	48.00		WEBSITE HOSTING FEE 1 YEAR
06/01/2021	Treaty Services Ltd	2021106	73.19		WEBSITE DOMAIN & HOSTING 2020
06/01/2021	Treaty Services Ltd	2021107	300.00		W'SITE SUPPORT & UPDATES 6MTH
06/01/2021	Anita Emery	2021108	47.50		CLERK STANDING EXPENSES
06/01/2021	HMRC	2021109	156.18		PAYE/NIC MTH 10
06/01/2021	SALARIES	2021110	2,025.45		MTH 10 SALARIES
06/01/2021	East Sussex Pension Fund	2021111	600.69		MTH 10 PENSION PAYMENT
06/01/2021	PHAUK	2021112	100.00		DONATION FOR ALLOTMENT WORKS
06/01/2021	Barclays	BANK CHGS	3.60		BANK CHARGES
07/01/2021	Nick Beaumont	2021113	14.39		ZOOM EXPENSE
Total Payments			<u>4,636.75</u>		

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07/01/2021	OJH ROOFING	202176	80.00		PAVILION GUTTER REPAIR
07/01/2021	LEWES DISTRICT COUNCIL	202177	27.14		LITTER BINS AT PF
07/01/2021	OJH ROOFING	REV 202176	-80.00		REV PAYMENT PF
07/01/2021	LEWES DISTRICT COUNCIL	REV202177	-27.14		REV BINS PF
07/01/2021	J&B SERVICES	202176	42.00		WINDOW CLEANING
07/01/2021	LEWES DISTRICT COUNCIL	202177	220.87		DOMESTIC AND RECYCLE BINS
07/01/2021	Jane Donovan	202178	68.35		DEC EXPENSES
07/01/2021	PLUSNET	202179	30.00		BROADBAND
07/01/2021	Business Stream	202180	55.24		WASTE WATER
07/01/2021	Opus Energy	202181	479.76		ELECTRIC
07/01/2021	CASTLE WATER	REV202167	-109.58		REV PAID BY DD
07/01/2021	J&B WINDOW CLEANING	REV 202176	-42.00		REV PAYMENT DOUBLE ENTERED

Total Payments	<u>744.64</u>
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07/01/2021	OJH ROOFING	202153	80.00		PAVILION ROOF REPAIR
07/01/2021	Lewes District Council	202154	27.14		BIN TO 31.3.2021
07/01/2021	Lewes District Council	202155	18.00		PLAYPARK INSPECTION
07/01/2021	PLUSNET	202156	30.00		BROADBAND
07/01/2021	OPUS ENERGY	202157	356.81		ELECTRIC
07/01/2021	Allen Upton	202158	30.00		REMOVED DISABLED WC BLOCK
07/01/2021	CASTLE WATER	CASTLE	5.00		WATER

Total Payments 546.95