



PLUMPTON PARISH COUNCIL

12th July 2021

To: The Councillors of Plumpton Parish Council

You are hereby summoned to attend the Parish Council to be held at the Village Hall on Tuesday 20th July 2021 at 19.45 for the purpose of transacting the following business.

Members of the Public Welcome – please contact the clerk to advise of your attendance.

Signed *Anita Emery*

Anita Emery (Clerk to Plumpton Parish Council)

The AGENDA is as follows:

Member

- | | | |
|------|--|-------|
| 192. | To accept apologies for absence | Chair |
| 193. | Declarations of pecuniary and disclosable interests in respect of matters to be discussed. | |
| 194. | To Approve Minutes from Parish Council meeting held on 7 th May 2021 | Chair |
| 195. | Clerk's Report and discuss any Matters Arising from previous meeting. | |
| 196. | Brief Report from the County and District Councillor on matters affecting this Parish. | |
| 197. | Questions from Members of the Public – limited to a maximum of 15 minutes in total | |
| 198. | Planning applications | |

LW/21/0372

39 East View Fields, Plumpton BN7 3EF

Garage conversion with removal of existing doors at front of property and insertion of new windows.

LW/21/0452

60 East View Fields, Plumpton BN7 3EF

Demolition of existing side extension, erection of single-storey side extension and rear extension with grass or glass?? roof.

- | | | |
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| 199. | Applications to ratify.

(see appendix 1) | |
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Decisions to note:



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200. Correspondence
201. Finance Committee Cllr PB
- a. To ratify the Finance Committee minutes of 8th June 2021
 - b. To adopt expenditure as itemised on the schedules
 - c. To adopt year end and to date accounts
 - d. To adopt combined bank balances
 - e. Community Infrastructure Levy Update
 - f. To discuss Councillor Remuneration
202. Neighbourhood Plan Update Cllr NB
203. To note and action if necessary monthly RA reports.
204. Committee/Working Group Reports
- a. Transport and Environment/Footpaths/Policing Cllr NB
 - i. To discuss Station Road Feasibility Report
 - ii. Allotments update Cllr RJ
 - iii. To decide on Community Woodland/Orchard site proposal Cllr NB
 - iv. To discuss the registering of the Fountain Inn as a community asset.
 - b. Village Hall
 - i. Management of pond – vegetation and wild area between pond and footpath
 - ii. To discuss “Do not Urbanise the Downs” sign – condition and length of stay
 - c. Playing Field/Pavilion
 - i. To adopt the playing field committee minutes of 23rd June 2021.
 - ii. To note playpark & skatepark inspection and action where necessary
 - iii. To discuss cricket club correspondence over use of pavilion
 - iv. Grant of easement and substation at tennis courts update
 - v. To discuss return of senior football and pitch allocation.
 - vi. To discuss child safety recommendation within playing field car park
205. Interaction with Plumpton Primary School
206. Communications/Website
207. Items to be reported by Parish Councillors and/or to be included in future meetings
208. Expiry of LDC Local Plan Part 1
- (i) Planning Liaison Working Group update

Dates of next meetings:

10th August 2021 – Parish Council Finance Committee meeting 19.00



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10 August 2021 – Parish Council Meeting 19:45

Anita Emery | Parish Clerk 12/07/2021

Appendix 1

- LW/21/0270 – Glencove House, Station Road BN7 3DE – construction of a domestic tennis court plus the associated extension of the residential curtilage. PPC decision: No comment.
- LW/21/0260 – Ashurst, Ashurst Lane BN7 3AP – removal of condition 5 and 6 (short term holiday let and occupation not to exceed 28 consecutive days in relation to approval LW/99/1311. PPC decision: No comment.
- LW/21/0221 – Land adjoining Oakfield House Station Rd – variation of Condition 1 (Plans) in relation to planning approval LW/17/0873 & LW/20/0361. PPC decision – No comment.
- SDNP/21/02838/HOUS – 3 Westcroft, Plumpton BN7 3AQ – loft conversion incorporating Velux roof windows to both front and rear pitches. PPC decision: No comment
- SDNP/21/02306/HOUSE – 4 Westcroft Plumpton BN7 3AQ - loft conversion incorporating Velux roof windows to both front and rear pitches. PPC decision: No comment
- SDNP/21/02841/HOUS & SDNP/21/02842/LIS – Plumpton Place – refurbishment of gardens inc changes to planting and hard landscaping adjacent to the Gatehouse, works to the moat island including new and replacement terraces and improvements to circulation. Enhancements to planting and construction of flint and brick wall to the western boundary. PPC decision: No comment.
- SDNP/21/03161/HOUS – Westcroft BN7 3AQ – Replacement of existing single storey side extension with new single-storey side extension, addition window to gable loft and conversion. PPC decision – No comment.
- SDNP/21/02961/HOUS – Oak Cottage, Plumpton Lane BN7 3AH – proposed single storey side extension. PPC decision: No comment.
- LW/21/0288 – 11 Southdowns Plumpton Green BN7 3EB – demolition of existing single storey rear extension and erection of new single storey flat roof extension. PPC decision: No comment.
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PLUMPTON PARISH COUNCIL

Minutes of the Parish Council Meeting held via E-meeting on 4th May 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 N Shefras (Cllr NDS), Cllr Jim Brown (Cllr JB) and District Councillor R Banks (Cllr RB).

Absent: County Councillor S Osborne (Cllr SO) and Cllr Nick Satchell (Cllr NS).

Also present, Anita Emery (Clerk & RFO).

Members of the Public: 3

Signed *Anita Emery*

Anita Emery (Clerk to Plumpton Parish Council)

The AGENDA is as follows:

Member

Annual Statutory Meeting

176.

- a. Election of Chairman for the year 2021/2022
 - Cllr PS proposed Cllr NB which was seconded by Cllr NDS. Unanimously agreed.
- b. Election of Vice Chair for the year 2021/2022
 - Cllr PB proposed Cllr PS which was seconded by Cllr RJ. Unanimously agreed.
- c. Receive Chair Declaration of Acceptance of Office
 - Cllr NB signed the Chair Declaration of Acceptance of Office and showed to all members. Cllr NB to post to Clerk.

177. Appointment of Committees and review governing documents.

- a. Finance (5 members)
 - The following members were appointed to the Finance Committee
 - i) Cllr PB
 - ii) Cllr PS
 - iii) Cllr AG
 - iv) Cllr NB
 - v) Cllr NS
- b. Village Hall Committee (3 members)
 - The following members were appointed to the Village Hall Committee
 - i) Cllr NS
 - ii) Cllr AG



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- iii) Cllr RJ
- iv) Cllr JB

c. Playing Field and Pavilion Committee (3 members)

- The following members were appointed for the Playing Field and Pavilion Committee
 - i) Cllr PM
 - ii) Cllr RJ
 - iii) Cllr JB
- It was noted that Cllr PM wished to step down as chair and it was agreed for Cllr RJ to become chair with immediate effect.

d. Planning Committee and to discuss forming a committee. (All members if not forming separate committee)

- It was unanimously agreed to not form a separate planning committee and all members were appointed. Any larger planning applications that are submitted a separate PPC Planning Meeting maybe called at the discretion of the Chair.

e. Transport, Environment and Policing (4 members)

- The following members were appointed to the Transport, Environment and Policing Committee.
 - i) Cllr NDS
 - ii) Cllr PM
 - iii) Cllr NB
 - iv) Cllr PB

f. Communications Working Group (2 members)

- It was agreed to defer appointing members of this group to the next full council meeting. Clerk to locate a Social Media Policy. **Clerk to action.**

178. Representatives to Outside bodies

- a. ESALC (2 members)
- b. LDALC (2 members)

- It was unanimously agreed for all members to be appointed and to rotate attendance as and when required.

179. To review and approve the following governing documents;

- a. Standing Orders
- b. Finance Regulations including any direct debits
- c. Code of Conduct
- d. Data Protection Policy
- e. Retention Policy
- f. Risk Management Policy (Adopted March 2021)

- It was unanimously agreed to approve item 179 a-f.



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Main Meeting

180. To accept apologies for absence Chair
- Cllr Satchell tendered his apologies and reasons accepted. Cllr Osborne was not in attendance due to purdah.
181. Declarations of pecuniary and disclosable interests in respect of matters to be discussed.
- None
182. To Approve Minutes from Parish Council meeting held on 13th April 2021 Chair
- It was unanimously agreed to approve the minutes of the Parish Council of 13th April 2021.
183. Clerk's Report and discuss any Matters Arising from previous meeting.
- Clerk is working on the by-laws regarding drones.
184. Brief Report from the County and District Councillor on matters affecting this Parish.
- District Report
- Cllr RB reported the response from L Palmer at LDC regarding Nolands Farm application and it was noted that there are now over 100 objections lodged with LDC.
 - ES Highways confirmed the replacement of the missing toad sign.
 - Submitted formal district report to the clerk for the Parish Meeting Newsletter.
 - Cllr NDS asked Cllr RB for clarity on the Maria Caulfield MP responses stating that the standard method applies. Cllr RB to forward email from M Caulfield from MHCLG. Cllr RB advised that M Caulfield MP has been unable to meet the Council leader and Chief Executive.
185. Questions from Members of the Public – limited to a maximum of 15 minutes in total
- Cllr NB introduced Paul and Carole Nicholson and requested to bring agenda item 191(c) to be included in agenda item 185.
 - Mr and Mrs Nicholson had sent a presentation prior to the meeting on the Climate Change Crisis and for improving the village green facility in a form of a community orchard which ties within the neighbourhood plan. The location of the community orchard would not take away the areas used for events. Under the Queens Green canopy there is funding becoming available through the SDNPA. Cllr PS advised that there could be two competing groups for this as PPC had approached the College and PPC need to establish what their plans are. It was agreed that PPC would work to combine these two approaches and take the lead on Village Green plans. Cllr NB thanked Mr and Mrs Nicholson for their time.



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186. Planning applications and approval of the Planning Minutes of 26th April 2021.

SDNP/21/00892/HOUS

5 Westcroft Plumpton BN7 3AQ

Replacement of existing single-storey side extension with new single-storey side extension and addition window to gable with rooflights to front and rear (Amended description).

- It was unanimously agreed to submit a no comment response as previous.
- Planning Committee minutes were noted.

Decisions to note:

187. Correspondence

- Nothing to note.

188. Finance Committee

Cllr PB

- Cllr PB advised Council regarding June payments listed due to there being no meeting in June. It was noted that there was a typo on 188 (a) and should say 'April' this was duly noted.

a. To ratify the Finance Committee minutes of 13th April 2021

- It was unanimously agreed to ratify the minutes of 13th April 2021.

b. To adopt expenditure as itemised on the schedules

c. To adopt year end and to date accounts

d. To adopt combined bank balances

- Cllr PB wished Council to note two extra expenditure items on the playing field being £127 mole extraction and £5136 for the playpark work. It was unanimously agreed to adopt items b-d.

e. Community Infrastructure Levy Update

- Cllr PB advised standing agenda item nothing to report.

f. To discuss Councillor Remuneration

- Council discussed receiving remuneration. After much discussion Council asked the Clerk to investigate whether PPC as a body corporate can prevent any Councillors from taking remuneration and if PPC have a right to set the rate? **Clerk to put on July's agenda and action.**

189. Neighbourhood Plan Update

Cllr NB

- Cllr NB reported the Nolands application is outline with reserved matters. If the outline application is approved then the reserved matters are put forward which if approved is



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the same as full detailed permission. LDC have advised that PPC will be a consultee when the reserved matters are applied for. This might apply with Riddens site where the developer has 3 years in which to present the reserved matters to LDC.

- Cllr NB had received a query from a resident regarding Strawlands which has gone through committee but are waiting on S106.
- Sigma Homes development is moving quickly with roof now on the show home.

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

- Council had received the RA's prior to the meeting and had no comments. All were happy with the new style layout with VH Manager happy to manage it. Council thanked Cllr RJ.

191. Committee/Working Group Reports

a. Transport and Environment/Footpaths/Policing

Cllr NB

- Cllr NB reported SLR meeting taking place on 5th May and other actions have been put to one side for the time being due to Nolands plans.
- Cllr PS raised the issue that the application asserts that the Parish Council had agreed to the raised platforms at various road junctions on Station Road, single file carriageway and potentially streetlighting at the access to Nolands. PPC have not agreed to this and this would be communicated back at the SLR meeting.
- Clerk advised she had not heard about the feasibility study and would chase again.

Clerk to action.

b. Allotments

Cllr RJ

- Cllr RJ reported that the work at the allotments had taken about 70 man hours and they have managed to claim 2 full sized plots which are available now and 3 further smaller plots. Compost bins have been placed on the perimeter for allotment holders to use. Council wished to thank Cllr RJ and Cllr JB for their hard work. Cllr RJ reported he had received two donations from plot holders.

Clerk to action.

c. Village Green Community Woodland/Orchard proposal

Cllr NB

- Covered under agenda item 185.

d. Village Hall

i. Management of pond – vegetation and wild area between pond and footpath

- Cllr NS absent however Council agreed there may be two competing plans for the same site. Cllr NS has had exchange of emails with the college and Cllr PM recommended the discussion took place with the college and Mr and Mrs Nicholson. Cllr NB asked Council on opinions. Cllr PM put forward possibility of using some of the playing field (north and west of playpark down to Bevan). Clerk to speak with Fields in Trust on feasibility. **Clerk to action.** It was agreed



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that it should be a joint proposal with Mr and Mrs Nicholson, Plumpton College and Council and agreed that Cllr NS, College and Mr & Mrs Nicholson should all meet.

- ii. To discuss and approve further quotes for fence repairs by pond and footpath.
 - Cllr NS had put forward 3 quotes for the fence repairs as follows;
 - i) Westgate £1415
 - ii) Symes £1990
 - iii) Robins £1980
 - It was unanimously agreed to proceed with i) Westgate £1415.
 - Cllr NS had put forward quotes for the repair of the VH gutters and pigeon control, however Council agreed as this was not on the agenda as a separate item it could not be agreed and the finance committee needed to work out in the budget how this would be paid. Clerk to put on finance agenda to discuss how to fund and full council agenda for approval. **Clerk to action.**

Gutter quotes;

- i) Manville £4650
- ii) OJH Roofing £3000

Pigeon control quotes;

- i) Rokill £3516
- ii) Monitor £7915
- iii) A&H Pest Control £3900.

e. Playing Field/Pavilion

- i. To note playpark & skatepark inspection and action where necessary
 - Cllr PM reported there were no actions required based on the report.
- ii. Grant of easement and substation at tennis courts update
 - Clerk updated Council on the ongoing easement, substation and leases. The substation needed to be made larger – having consulted with the chair of the tennis club it was objected by the tennis club chair and trustees as to where it should be sited. A site visit took place and a piece of unregistered land had been pinpointed for the siting, the leases that had originally been drawn up will have to change. Council asked the Clerk to report back on the unregistered land and to clarify land ownership. Cllr PM will speak with one of the trustees of the tennis club to ask them to locate their lease for the south courts. **Clerk to action.**
- iii. To adopt the Memorial Bench Policy
 - Unanimously agreed to adopt the Memorial Bench Policy. **Clerk to action.**
- iv. To discuss removal or relocation of playpark mini digger for health and safety.



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- Cllr PM reported on the H&S of the mini digger that spins 360 degrees and was conscious that it may cause injury and had been in discussions with the contractors to remove. Clerk advised that it should come to Council to decide.
- Majority agreed to keep as it had not been flagged up on the monthly or annual playpark inspection report.

192. Interaction with Plumpton Primary School

- Cllr PM had directed the Executive Head regarding CIL grants to LDC and will keep an open dialogue with the school.

193. Communications/Website

- Discussed at the Annual Statutory Meeting.

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

- None

195. Expiry of LDC Local Plan Part 1

(i) Planning Liaison Working Group update

- Cllr NDS had sent update on the working group through to members. Cllr PS is working on Council's objection letter and advised Council that the finance committee had agreed to allocated a maximum of £500 from the neighbourhood plan earmarked reserves in order to seek advice on the objection response.
- Cllr NB wished to thank Jim Symes on sending through a copy of the 1937 plan of the playing field.

Meeting closed: 21.50

Dates of next meetings:

13th July 2021 – Parish Council Finance Committee meeting 19.00

13th July 2021 – Parish Council Meeting 19:45

Anita Emery | Parish Clerk 06/05/2021

Correspondence List for Plumpton Parish Council

Received since 28th April 2021

Subject / Type of Correspondence	Communicated to
1. N Holmes – APM Newsletter	Clerk
2. C Fay – Allocations of rural properties in area	Clerk/NB/PS/N Shefras
3. M Atkin- UKPN substation at tennis courts	Clerk/NS/PM
4. PWLB – Loan statement	Clerk
5. E Kemp – LDC CIL	Clerk/NS
6. ES Highways – SLR meeting	Clerk/NB/N Shefras/PB/PM
7. J Kerswell – College Camping	Clerk/NB
8. Stanka D – FiT – Tennis Club easement	Clerk
9. G Humphrey – Mount Harry House	Clerk
10. NALC – latest meeting update	Clerk/NB
11. C Fay – PPC views on local rural housing	Clerk/PPC
12. SDNPA – Newsletter	Clerk/PPC
13. M Atkin – Tennis Club easement etc	Clerk/NS/Tennis club chair
14. C Nicholson – Community Orchard	Clerk/NB
15. BHIB – Insurance renewal	Clerk
16. SDNP/LDC – Planning lists	Clerk
17. K Speirs – Pavilion	Clerk/JD/PM/RJ
18. NALC – MHCLG response to face2face meetings	Clerk/PPC
19. SDNP – Workshop invite	Clerk/PPC
20. C Nicholson – Community Orchard	Clerk/NB
21. M Caulfield – Spec housing	Clerk/Wking grp
22. ESCC – Employer Engagement form	Clerk
23. Various – Speculative Housing	Clerk/wking grp
24. FiT – Community Orchard query	Clerk
25. T Lambert – face masks in pavilion	Clerk/Sports clubs
26. Fields in Trust – Community Orchard KGV	Clerk/NB/PM/RJ
27. ESALC – Sussex Police and Crime Comm newsletter sign up	Clerk/PPC
28. B Luck – PECN scam calls	Clerk/PPC
29. LDC – Parish Flag	Clerk
30. M Caulfield – Info sheet for noticeboard	Clerk
31. Chailey repair café	Clerk/PPC
32. Rialtas – newsletter	Clerk
33. ESALC – Training sessions	Clerk/PPC
34. T Lambert – Facemasks at Pavilion	Clerk/PM/RJ/JD
35. ES Highways – replacement signs	Clerk/Cllr RB
36. D Taylor – CC fees	Clerk/RJ/PM
37. M Atkin – substation land	Clerk
38. L Stevens – Rude Mechanicals RA’s	Clerk
39. L Stevens – Village Society Fair RA’s	Clerk

40. R Banks – Community Asset info	Clerk/PS/NB
41. SLCC – Newsletter	Clerk
42. D Holmes – thank you	Clerk/PPC
43. R Delany – tyre tracks on PF	Clerk/PPC
44. M Caulfield – Update newsletter	Clerk/PPC
45. L Stevens – Village Society hall fees	Clerk/FC
46. LDC – New local plan consultation	Clerk/PPC
47. SDNP – Newsletter	Clerk/PPC
48. Jennifer Steggles – Child safety at PF car park	Clerk/PPC
49.	



PLUMPTON PARISH COUNCIL

FINANCE COMMITTEE

Minutes of the Finance Committee held at the Village Hall on 8th June 2021 at 19.00.

Present: Cllr P Burford (Cllr PB, Chair), Cllr P Stevens (Cllr PS), Cllr N Beaumont (Cllr NB), Cllr Alison Gardiner (Cllr AG) and Cllr Nick Satchell (Cllr NS).

Also in attendance: Anita Emery (Clerk & RFO).

Members of the Public: 0

The AGENDA is as follows:

50. To elect a Chair for the year 2021-2022

- Cllr NB proposed Cllr Burford which was seconded by Cllr AG. Unanimously agreed.

51. To accept apologies for absence

- None

52. Declaration of pecuniary and disclosable interests in respect of matters to be discussed.

- None

53. To note face to face meeting risk assessment.

- This was duly noted by all.

54. To Approve Minutes from the Finance Committee meeting held on 4th May 2021.

- Unanimously agreed that the minutes of the Finance Committee meeting held on 4th May were an accurate account of that meeting.

55. Clerks Report on any Matters Arising from previous Meetings

- Nothing to report

56. To approve expenditure items as itemised on the schedules.

- a. Report 1 – PPC Expenditure
- b. Report 2 – VH Expenditure
- c. Report 3 – PF Expenditure

- Clerk advised FC there were some additional expenditure as follows;

VH – J Donovan expenses - £130.72

PPC – Rialtas Accounting Software subscription - £148.80

PF – Locksmiths - £85, Mole extraction - £17, Symes (tree felling) £350



PLUMPTON PARISH COUNCIL

It was therefore unanimously agreed to release the following payments;

PPC - £14,407.23

VH - £2821.61

PF - £8143.39

57. To approve bank statements and reconciliations.

- It was unanimously agreed that the bank statements corresponded with the reconciliations.

58. To approve year to date accounts.

- a. Report 1 – PPC YTD
 - b. Report 2 – VH YTD
 - c. Report 3 – PF YTD
- Cllr PB advised that the insurance expenditure on PPC was high but balanced out under income as part is reimbursed by VH and PF.
 - VH income down but increasing as gradually opening more.
 - It was unanimously agreed to approve the YTD accounts for PPC, VH & PF.

59. To approve fixed asset register for 2021/2022

- Fixed asset register update was still work in progress as contents of VH were being listed. However, for the purposes of the insurance company it was agreed that the current list was acceptable. Clerk advised the insurance company were happy to receive the updated list during the insurance year.

60. Community Infrastructure Levy

- Standing agenda item.

61. Update on PPC credit/debit card.

- Clerk advised nothing back from Barclays. Clerk advised it would be worth investigating another bank for the current accounts. To be put on September's agenda. **Clerk to action.**

62. To confirm Mulberry & Co as internal auditors for the year 2021-2022.

- Duly confirmed.

63. To ratify BHIB Insurance annual renewal of £2686.43 for PPC (£188.04), VH (£1585.00) & PF (£913.39).

- Unanimously agreed to renew with BHIB for 2021/2022. Clerk to investigate quotes for the next financial year. **Clerk to action.**



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64. Update on review of fixed asset list

- See agenda item 59

65. To discuss any further allocation of funds for Planning Liaison working group.

- It was agreed that nothing further required. Take off agenda.

66. To discuss/approve solicitor fees for substation land at tennis club of £750.00 + VAT.

- Clerk advised that having taken legal advice PPC may be able to claim the unregistered land in which the substation was going to sit under a possessory title, however it could be unsuccessful, and it was down to FC to decide whether to try and obtain the unregistered land. FC unanimously agreed to instruct the solicitor up to the value of £750 + VAT. **Clerk to action.**

67. To ratify approval of felling tree at playing field due to health and safety - £350.00.

- Clerk advised under her powers of the FC regs she instructed the felling of the tree based on health and safety advice from tree surgeon. This was unanimously agreed.

68. To approve stump removal of item 66 above at £200.00

- Unanimously agreed.

69. To approve removal of ivy clad tree to hedge level at £450.00.

- Under instruction from tree surgeon the tree needed to be reduced. Unanimously agreed. FC wished to confirm if tree surgeon could do a health check on remaining trees if not done so already. **Clerk to action.**

70. To approve fence repairs at play park 11 bays at £830.00

- Unanimously agreed. Clerk to obtain life of the new bays and when the remaining may need replacing for budget purposes. **Clerk to action.**

71. To discuss how to fund VH pigeon control quotes and gutter quotes.

- Cllr NS advised he had received 3 quotes for replacing the guttering;

Manville - £4650

OJH - £3000

Sullivans - £10,788

- After some discussion it was agreed to use the EMR projects line to pay for the guttering, but requested that the life of the guttering be obtained in order to start budgeting and earmarking each year for replacement. Unanimously agreed to proceed with OJH at £3000.
- FC discussed the quotes received for pigeon control as follows;

Rokill £3516

Monito £7915

A&H Pest Control £3900



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It was agreed to revisit the control in the Summer once FC have a better idea of the hiring income.

- Clerk advised VH Manager had asked about the painting of the window frames – this had not been put on the agenda and it was agreed to defer till July to discuss. **Clerk to action.**

72. Questions from Parish Councillors and items to be added at the next meeting

- Cllr NB asked about the college work on the green. Cllr NS advised the college plan to clear behind the houses and keep natural, the old sand soil to remain as wild flower meadow grows better. It was still agreed to perhaps merge the Nicholson ideas and PPC plans together. College to clear land at no expense. It was requested that a integrated plan of the green should be put together. **Cllr NS to arrange.**
- Cllr NS advised that now confirmed the telephone box was PPC property but had been maintained by Mr Holmes for many years a gardening voucher at a value of £100 was requested to be presented to Mr Holmes to show PPC appreciation. Unanimously agreed. **Cllr NS to action.**
- Cllr Morgan had forwarded 2 urgent quotes for the pavilion showers to be repaired as they are currently not working and as the sports clubs were hoping to use them after 21st June Cllr PM had found 2 contractors who could urgently arrange the work. Two quotes received;
 - £1850 – Eastwood
 - £2700 – Upton

It was unanimously agreed in principle to go ahead with £1850 Eastwood and ratify next month FC wanted to see the detailed quote to see the scope of the works. **Clerk to action.**

Meeting closed 20:00

Dates of Next Meetings:

13th July 2021 – Parish Council Finance Committee meeting 19:00 at Village Hall

13th July 2021 – Parish Council meeting 19:45 at Village Hall

10th August 2021 – Parish Council Finance Committee 19:00 at Village Hall

10th August 2021 – Parish Council Meeting 19:45 at Village Hall

Anita Emery | Parish Clerk | 10/06/2021

Plumpton Playing Field

Bank - Cash and Investment Reconciliation as at 14 July 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

14/07/2021	Current Account	12,016.66
14/07/2021	Deposit Account	13,655.66
14/07/2021	Pavilion Account	1,223.15
31/03/2018	NSI Investment Account	1,705.59

28,601.06

Unpresented Payments

1,818.04

26,783.02

Receipts not on Bank Statement

0.00

Closing Balance

26,783.02

All Cash & Bank Accounts

1	Current Account	10,198.62
2	Deposit Account	13,655.66
3	Pavilion Account	1,223.15
4	NSI Investment Account	1,705.59
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	26,783.02

Plumpton Parish Council

Bank - Cash and Investment Reconciliation as at 12 July 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

14/07/2021	PPC 2	59,405.01
14/07/2021	PPC1	2,268.50
12/07/2021	Reserve Account	25,026.57

86,700.08

Unpresented Payments

3,501.13

83,198.95

Receipts not on Bank Statement

0.00

Closing Balance

83,198.95

All Cash & Bank Accounts

1	Current Bank Accounts	58,172.38
2	Reserve Account	25,026.57
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	83,198.95

Plumpton Village Hall

Bank - Cash and Investment Reconciliation as at 14 July 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

14/07/2021	Current Account	21,967.55
14/07/2021	Deposit Account	14,581.14

36,548.69

Unpresented Payments

2,418.58

34,130.11

All Cash & Bank Accounts

1	Current Account	19,548.97
2	Deposit Account	14,581.14
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	34,130.11

Detailed Receipts & Payments by Budget Heading 14/07/2021

REPORT 3

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1090 Interest Received	0	6	6			5.7%	
1110 Grants Received	7,242	14,484	7,242			50.0%	
1115 Donations Received	24	0	(24)			0.0%	
1130 Hiring Income	2,303	7,933	5,630			29.0%	
1140 Fundraising Income	0	1,000	1,000			0.0%	
Income :- Receipts	9,569	23,423	13,854			40.9%	0
Net Receipts	9,569	23,423	13,854				
<u>101 Payments</u>							
4010 Electricity	1,916	3,713	1,797		1,797	51.6%	
4011 Water	333	350	17		17	95.1%	
4015 Grass & Pitch	2,503	8,000	5,497		5,497	31.3%	
4025 Window Cleaner	43	200	157		157	21.5%	
4050 Telephone/Internet	100	350	250		250	28.6%	
4055 Insurance & Licences	913	950	37		37	96.1%	
4070 Maintenance	1,036	3,000	1,964		1,964	34.5%	
4076 Miscellaneous Expenditure	166	0	(166)		(166)	0.0%	
4090 Fire Inspection	0	250	250		250	0.0%	
4200 Pavilion	2,070	0	(2,070)		(2,070)	0.0%	1,850
4210 Skatepark	0	400	400		400	0.0%	
4211 Play Park	4,627	3,000	(1,627)		(1,627)	154.2%	
4400 3-5 Year Plan (Pavilion)	0	3,000	3,000		3,000	0.0%	
Payments :- Indirect Payments	13,707	23,213	9,506	0	9,506	59.0%	1,850
Net Payments	(13,707)	(23,213)	(9,506)				
6000 plus Transfer from EMR	1,850						
Movement to/(from) Gen Reserve	(11,857)						
<u>999 VAT Data</u>							
115 VAT Refunds	1,802	0	(1,802)			0.0%	
VAT Data :- Receipts	1,802	0	(1,802)				0
515 VAT on Payments	1,335	0	(1,335)		(1,335)	0.0%	
VAT Data :- Indirect Payments	1,335	0	(1,335)	0	(1,335)		0
Net Receipts over Payments	468	0	(468)				

Detailed Receipts & Payments by Budget Heading 14/07/2021

REPORT 3

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	11,372	23,423	12,051			48.5%	
Payments	15,042	23,213	8,171	0	8,171	64.8%	
Net Receipts over Payments	<u>(3,670)</u>	<u>210</u>	<u>3,880</u>				
plus Transfer from EMR	1,850						
Movement to/(from) Gen Reserve	<u>(1,820)</u>						

Detailed Receipts & Payments by Budget Heading 12/07/2021

REPORT 1

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Receipts							
1076 Precept	31,086	62,172	31,086			50.0%	
1090 Interest Received	2	100	98			2.4%	
1100 Allotment Rent	188	180	(8)			104.2%	
1151 ANNUAL INSURANCE	2,498	0	(2,498)			0.0%	
Receipts :- Receipts	33,774	62,452	28,678			54.1%	0
Net Receipts	33,774	62,452	28,678				
101 Payments							
4000 SALARIES	8,273	28,314	20,041		20,041	29.2%	
4005 PAYE & NIC	852	1,271	419		419	67.0%	
4006 Pension	2,444	6,324	3,880		3,880	38.7%	
4010 Office Allowance	272	1,100	828		828	24.8%	
4015 Subs & Charges	804	1,365	561		561	58.9%	
4025 Stationery & Postage	241	960	719		719	25.1%	
4030 Printing	95	0	(95)		(95)	0.0%	
4045 Training and Conference Fees	30	750	720		720	4.0%	
4046 Councillor's Expenses	113	100	(13)		(13)	113.3%	
4050 Telephone	43	0	(43)		(43)	0.0%	
4055 Insurance	2,686	300	(2,386)		(2,386)	895.5%	
4060 S137 Grants	0	1,500	1,500		1,500	0.0%	
4061 Charity Grants	7,242	14,484	7,242		7,242	50.0%	
4065 Bank Charges	7	50	43		43	14.4%	
4070 Maintenance	807	2,587	1,780		1,780	31.2%	
4071 Fixed Asset Maintenance	286	870	585		585	32.8%	
4073 Litter Bins	156	850	694		694	18.4%	
4080 Professional Fees	0	750	750		750	0.0%	
4081 IT	390	1,240	850		850	31.5%	
4085 Audit Fees	150	650	500		500	23.1%	
4090 Election Fees	0	1,000	1,000		1,000	0.0%	
4150 Speed Limit Community Match	0	500	500		500	0.0%	
4200 Contingency	0	1,000	1,000		1,000	0.0%	
4201 LEGAL FEES	450	0	(450)		(450)	0.0%	
Payments :- Indirect Payments	25,342	65,965	40,623	0	40,623	38.4%	0
Net Payments	(25,342)	(65,965)	(40,623)				
999 VAT Data							
115 VAT Refunds	3,948	0	(3,948)			0.0%	
VAT Data :- Receipts	3,948	0	(3,948)				0

Detailed Receipts & Payments by Budget Heading 12/07/2021

REPORT 1

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
515 VAT on Payments	406	0	(406)		(406)	0.0%	
516 VAT due to VH & PF accs	2,550	0	(2,550)		(2,550)	0.0%	
VAT Data :- Indirect Payments	2,956	0	(2,956)	0	(2,956)		0
Net Receipts over Payments	992	0	(992)				
Grand Totals:- Receipts	37,722	62,452	24,730			60.4%	
Payments	28,297	65,965	37,668	0	37,668	42.9%	
Net Receipts over Payments	9,425	(3,513)	(12,938)				
Movement to/(from) Gen Reserve	9,425						

Detailed Receipts & Payments by Budget Heading 14/07/2021

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	0	0	(0)			0.0%	
1110 Grants Received	4,000	0	(4,000)			0.0%	
1130 Hiring Income	2,382	27,320	24,938			8.7%	
1131 HALL HIRE DEPOSIT	100	0	(100)			0.0%	
1140 Fundraising Income	0	1,500	1,500			0.0%	
1160 FIT Payments	965	5,250	4,285			18.4%	
	<u>7,448</u>	<u>34,070</u>	<u>26,622</u>			<u>21.9%</u>	<u>0</u>
Income :- Receipts							
Net Receipts	<u>7,448</u>	<u>34,070</u>	<u>26,622</u>				
101 Payments							
4003 VH Manager Expenses	269	1,000	731		731	26.9%	
4010 Electricity	1,088	3,500	2,412		2,412	31.1%	
4011 Water	35	580	545		545	6.1%	
4015 Village Green Maintenance	931	3,800	2,869		2,869	24.5%	
4050 Telephone/Internet	100	350	250		250	28.6%	
4055 Insurance & Licences	1,585	2,500	915		915	63.4%	
4070 Maintenance	941	1,500	559		559	62.7%	
4071 Bins	442	850	408		408	52.0%	
4077 Sundries	191	1,200	1,009		1,009	15.9%	
4090 Fire Inspection	596	1,155	559		559	51.6%	
4400 PWLB	2,364	4,900	2,536		2,536	48.3%	
4500 Projects	0	6,000	6,000		6,000	0.0%	
	<u>8,542</u>	<u>27,335</u>	<u>18,793</u>	<u>0</u>	<u>18,793</u>	<u>31.2%</u>	<u>0</u>
Payments :- Indirect Payments							
Net Payments	<u>(8,542)</u>	<u>(27,335)</u>	<u>(18,793)</u>				
999 VAT Data							
115 VAT Refunds	748	0	(748)			0.0%	
	<u>748</u>	<u>0</u>	<u>(748)</u>				<u>0</u>
VAT Data :- Receipts							
515 VAT on Payments	429	0	(429)		(429)	0.0%	
	<u>429</u>	<u>0</u>	<u>(429)</u>	<u>0</u>	<u>(429)</u>		<u>0</u>
VAT Data :- Indirect Payments							
Net Receipts over Payments	<u>319</u>	<u>0</u>	<u>(319)</u>				
Grand Totals:- Receipts							
	<u>8,195</u>	<u>34,070</u>	<u>25,875</u>			<u>24.1%</u>	
Payments							
	<u>8,970</u>	<u>27,335</u>	<u>18,365</u>	<u>0</u>	<u>18,365</u>	<u>32.8%</u>	
Net Receipts over Payments	<u>(775)</u>	<u>6,735</u>	<u>7,510</u>				
Movement to/(from) Gen Reserve	<u>(775)</u>						

Current Account

List of Payments made between 09/06/2021 and 14/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/06/2021	FRED SYMES	212230	350.00		FELL OF TREE AT PF
09/06/2021	SDF PEST CONTROL	212231	17.00		FINAL MOLE REMOVAL
09/06/2021	LUCY LOCKSMITH	212232	85.00		NEW LOCK AT KITCHEN DOOR
14/07/2021	SDF PEST CONTROL	212233	34.00		MOLE EXTRACTION
14/07/2021	PLUSNET	212234	30.00		BROADBAND
14/07/2021	Lewes District Council	212235	27.14		BIN EMPTYING KGV TO 30.9.21
14/07/2021	Lewes District Council	212236	18.00		PLAY INSPECTION
14/07/2021	Lewes District Council	212237	187.20		DOG BIN EMPTYING TO 30.9.2021
14/07/2021	WYBONE LTD	212238	331.73		NEW DOG BIN AT PF
14/07/2021	J&B SERVICES	212239	43.00		WINDOW CLEANING
14/07/2021	JAMES EASTWOOD	212240	850.00		DEPOSIT FOR SHOWER WORK
14/07/2021	JAMES EASTWOOD	212241	1,000.00		INV FOR REPLACEMENT SHOWERS
14/07/2021	CLLR JURY	212242	24.80		STAKES FOR PF ORCHARD
14/07/2021	PLUSNET	212243	30.00		BROADBAND
14/07/2021	LOCKRITE	212244	135.00		REPLACE FIRE DOOR HANDLE PAV
14/07/2021	CASTLE WATER	212245	152.17		WATER
14/07/2021	CASTLE WATER	DD	5.00		WATER DD
14/07/2021	OPUS ENERGY	DD1.6.21	414.98		ELECTRIC
14/07/2021	CASTLE WATER	DD	5.00		DD WATER
14/07/2021	OPUS ENERGY	DD1.7.21	427.18		ELECTRIC
Total Payments			4,167.20		

Current Bank Accounts

List of Payments made between 09/06/2021 and 12/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/06/2021	Rialtas Business Solutions Ltd	212229	148.80		ANNUAL SUBSCRIPTION
12/07/2021	LDALC	212230	20.00		ANNUAL SUBS
12/07/2021	Treaty Services Ltd	212231	150.00		WEBSITE SUPPORT APRIL-JUNE
12/07/2021	Nick Beaumont	212232	14.39		ZOOM INVOICE
12/07/2021	Fields in Trust	212233	65.00		ANNUAL SUBS
12/07/2021	P STEVENS	212234	47.50		COUNCILLOR EXPENSES COMM AWARD
12/07/2021	Barclays	212235	1.80		BANK CHARGES
12/07/2021	ROYAL MAIL	212236	216.00		PO BOX REDIRECTION
12/07/2021	Nick Beaumont	212237	65.77		COMMUNITY AWARDS EXPENSES
12/07/2021	SALARIES	212238	2,068.09		MTH 4 SALARIES
12/07/2021	HMRC	212239	306.94		MTH 4 PAYE/NIC
12/07/2021	Anita Emery	212240	111.25		MTH 4 EXPENSES
12/07/2021	East Sussex Pension Fund	212241	608.39		MTH 4 PENSION CONTRIBUTIONS
12/07/2021	THE DEFIB PAD	212242	298.80		DEFIB BATTERY
12/07/2021	THE DEFIB PAD	212243	43.80		DEFIB PADS
12/07/2021	Barclays	BANK	1.80		BANK CHARGES

Total Payments 4,168.33

Time: 17:12

Current Account

List of Payments made between 09/06/2021 and 14/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/06/2021	Jane Donovan	212216	130.72		May expenses
14/07/2021	PLUSNET	212217	30.00		BROADBAND
14/07/2021	MEND ALL CATERING SERVICES	212218	183.72		NEW ELEMENT ON URN
14/07/2021	LEWES DISTRICT COUNCIL	212219	220.87		WHEELIE BIN FEES 1.7-30.9
14/07/2021	BROOK HART	212220	140.00		VH GREEN
14/07/2021	BROOK HART	212221	140.00		VH GREEN CUT
14/07/2021	J&B SERVICES	212222	42.00		WINDOW CLEANING
14/07/2021	PLUSNET	212223	30.00		BROADBAND
14/07/2021	Jane Donovan	212224	102.94		VH MGR EXPENSES
14/07/2021	CJS Portsmouth	212225	229.01		CLEANING SUNDRIES
14/07/2021	Chubb Fire & Security	212226	714.88		ANNUAL EXTINGUISHER SERVICE
14/07/2021	Public Works Loan Board	DD	2,364.35		LOAN REPAYMENT
14/07/2021	Opus Energy	DD	339.59		ELECTRIC

Total Payments 4,668.08