



PLUMPTON PARISH COUNCIL

6th January 2021

To: The Councillors of Plumpton Parish Council

You are hereby summoned to attend the Parish Council e-meeting to be held online on Tuesday 12th January 2021 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

- | | |
|---|-------|
| 102. To accept apologies for absence | Chair |
| 103. Declarations of pecuniary and disclosable interests in respect of matters to be discussed. | |
| 104. To Approve Minutes from Parish Council meeting held on 8 th December 2020 | Chair |
| 105. Clerk's Report on any Matters Arising from previous meeting. | |
| 106. Brief Report from the County and District Councillor on matters affecting this Parish. | |
| 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 | |
| 108. Questions from Members of the Public – limited to a maximum of 15 minutes in total | |
| 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.

Decisions to note:

- | | |
|--|---------|
| 110. Correspondence | |
| 111. Finance Committee | CIlr PS |
| a. To approve expenditure as itemised on the schedules | |
| b. To approve year to date accounts | |



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- c. To approve combined bank balances
- d. Community Infrastructure Levy

112.To adopt recommended changes to PPC Standing Orders.	Cllr PS
113.Neighbourhood Plan Update	Cllr NB
114.To note and action if necessary monthly RA reports.	
115.Update on Fire Risk Assessment working group for VH and Pavilion	Cllr PM/NS
116.To update/discuss/approve installation of fire alarm for pavilion	Cllr PM

117.Committee/Working Group Reports

a. Transport and Environment/Footpaths/Policing	Cllr NB
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. Village green grass cutting tender	
iv. Use of VH as an emergency rest centre	
v. To adopt VH terms of reference	
d. Playing Field/Pavilion	Cllr PM/NS
i. To note playpark & skatepark inspection and action where necessary	
ii. Grant of easement and substation at tennis courts update	
iii. To appoint Cllr RJ to the playing field committee	
iv. To adopt PF terms of reference	

118.Interaction with Plumpton Primary School Cllr PM

119.Communications/Website

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

Dates of next meetings:

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

Anita Emery | Parish Clerk 06/01/2021



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 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

A handwritten signature in black ink, appearing to read 'Anita Emery'.

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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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>		

Time: 14:27

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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Correspondence List for Plumpton Parish Council

Received since 2nd Dece 2020

Subject / Type of Correspondence	Communicated to
1. D Furness – Level Crossing	Clerk/PPC
2. Anna Beams – LDALC meeting	Clerk/NB
3. Anna Beams – ESALC slides	Clerk/PPC
4. Sussex Road Network update	Clerk/PPC
5. Maria Caulfield MP – White paper planning	Clerk/PPC
6. Stanka Dimova FiT – Easement	Clerk
7. LDC – Town & Parish Briefing	Clerk/PPC
8. L Eagle ESCC – VH Rest Centre	Clerk/PPC
9. Fields in Trust Newsletter	Clerk/PPC
10. John Bevan – Consultation response	Clerk/PPC
11. ES Highways – Notice of works	Clerk/PPC/FB
12. S Reed – Grass Cutting Tender	Clerk
13. Anna Beams – Sussex Police Remuneration survey	Clerk/PPC
14. BHIB – re fire alarm category	Clerk
15. ES Highways – office hours and contact details	Clerk/PPC
16. LDC Playpark inspection Report	Clerk/PPC
17. SSALC – Chairs Networking Forum	Clerk/NB
18.	



Plumpton Parish Council

King George V Playing Field Committee Terms of Reference

Adopted XX

The Playing Fields Committee is one of the committees of the Parish Council. As a charity the Playing Fields Committee (like the Village Hall Committee) is different to other Parish Council committees such as Transport and Environment or Finance. Charitable status (Reg 1070459) was awarded in 1936. In 2007 the Parish Council covenanted with the National Playing Fields Association (now Fields in Trust) that it will not dispose of all or any part of the playing fields or erect any building without the prior consent of Fields in Trust.

The Playing Field Committee structure is as follows:

- 1 Formed of more than one councillor, Parish Clerk, Village Hall Manager and playing field users (normally the chair of each user group), attend committee meetings.

Responsibilities for any proposed changes to and working within the Parish Council Financial Regulations and Standing Orders and requirements of the Charities Act, include:

- The maintenance of the Playing Fields as a recreation ground (see appendix 1).
- Ensuring that as far as possible, the Playing Fields offer value for money to the residents of Plumpton. This includes making recommendations to the Parish Council for increases in rents, club subscriptions and hire costs and local fundraising e.g. jumble sales.
- As with all committees the Playing Fields committee is subject to the Parish Council Financial Regulations and works within the regulations set out in the Plumpton Parish Council Standing Orders.
- Land and buildings including structure.
- Meet all relevant health and safety requirements including those for visitors, hirers and council staff.
- Ensuring any capital projects are identified, recommended to the full Parish Council and, if approved, supervised to ensure proper and prompt delivery.
- Provide adequate training to council staff under the parish council's training policy.
- Hold regular meetings (every six months as required) and apply decision making procedures as required and report back for approval to Parish Council.

Election of the Chair.

As with all committees the election of the chair will take place at the Annual Meeting of the Parish Council in May of each year. The elected chair will hold their seat for 12 months and can be re-elected with no maximum number of years they can hold seat.

If the Chair is unable to attend a committee meeting the members present will agree the committee Chair for that meeting from one of the other parish councillors present.

Quorum

The quorum for the Playing Field Committee is three of whom 2 must be parish councillors.

Delegated Powers

The Parish Council can, where appropriate, delegate powers to a committee (excluding setting of precept). The Playing Field Committee does NOT have any delegated powers.

Governance

In order to fulfil their roles as trustees (parish council members only), the Playing Field Committee is a standing agenda item at Parish Council meetings.

Publication of meeting information

As with all parish council committees and as per the councils standing orders, the date, time and agenda of all Playing Field Committee meetings must be published at least 3 clear working days (excluding weekends and public bank holidays) before the meeting, on relevant Parish Council boards and website. The minutes of the meeting are to be published and must be signed by the Chair at the next meeting. Any relevant information on actions taking place between meetings are provided via reports at full Parish Council meetings.

Attendance, representation and voting at Parish Council Committee meetings

Members of the public may attend such meetings and will be given the opportunity to speak on matters of concern to them as allowed under the parish council's Standing Orders.

'Stand in's for User representatives are very welcome at committee meetings as they provide a valuable service in maintaining communication between the various groups using the Playing Fields and the Pavilion. 'Stand ins' are not able to vote.

Councillors not on the Parish Council Playing Field Committee may attend such meetings but are not entitled to vote at such meetings.

Appendix 1



King George's Field Plumpton Green

Registered Charity 1070459

Appointment of Trustees

By a Conveyance dated 4th September 1936 made between Albert John Wells and Frederick Henry Wells of the first part and the Parish Council of Plumpton (the Council) of the second part all that Property known as The Football Field measuring an estimated 11.047 acres was conveyed to the Council to hold as and for a recreation ground.

By a Declaration of Trust dated 22nd February 2007 by the Council as beneficial owners declared that the Property was to known as King George's Field Plumpton Green to be held on trust as a public playing field for the benefit of the public and dedicated as a memorial to King George V. The Council further covenanted with the National Playing Fields Association that it would not dispose of all or any part of the Property or erect any building on any part of the Property without the prior consent of the Association.

The Council declare that as Trustees of the Trust established by the above provisions that trustees shall be members of Plumpton Parish Council for the time being and as such shall cease to be trustees on resignation, retirement or expulsion from office whereby an application shall be made to the Charity Commission to amend the Register.

The Trustees may appoint additional trustees and remove the same by resolution at a Meeting of the Parish Council (Annual Meeting May).

The Trustees will agree to carry out the role and responsibilities of a trustee by execution of the document Appendix 1 and a register of this will be maintained.



Plumpton Parish Council

Village Hall Committee Terms of Reference

Adopted XX

The Village Hall Committee is one of the committees of the Parish Council. As the Village Hall operates as a charity it, in a similar way to the Playing Field, must operate within the requirements of the Charities Act. However, in most respects the operation of the Village Hall Committee is the same as all other Parish Council committees. All current parish councillors are appointed trustees of the charity and have legal responsibilities imposed on them as trustees.

The Village Hall Committee structure is as follows:

- 1 Village Hall Committee – formed of more than one councillor, the Parish Clerk, Village Hall Manager and village hall users (consisting of 5 users) attend committee meetings.

Responsibilities for any proposed changes to and working within the Parish Council Financial Regulations and Standing Orders and requirements of the Charities Act, include:

- The maintenance of the Village Hall
- Ensuring that as far as possible, the Village Hall offer value for money to the residents of Plumpton. This includes making recommendations to the Parish Council for increases in rents, club subscriptions and hire costs and local fundraising e.g. jumble sales.
- As with all committees the Village Hall committee is subject to the Parish Council Financial Regulations and works within the regulations set out in the Plumpton Parish Council Standing Orders.
- Land and buildings including structure.
- Meet all relevant health and safety requirements including those for visitors, hirers and council staff.
- Ensuring any capital projects are identified, recommended to the full Parish Council and, if approved, supervised to ensure proper and prompt delivery
- Provide adequate training to council staff under the parish council's training policy
- Hold regular meetings (every quarter as required) and apply decision making procedures as required and report back for approval by the Parish Council.

Election of the Chair.

As with all committees the election of the chair will take place at the Annual Meeting of the Parish Council in May of each year. The elected chair will hold their seat for 12 months and can be re-elected with no maximum number of years they can hold seat.

If the Chair is unable to attend a committee meeting the members present will agree the committee Chair for that meeting from one of the other parish councillors present.

Quorum

The quorum for the Village Hall Committee is three of whom 2 must be parish councillors.

Delegated Powers

The Parish Council can, where appropriate, delegate powers to a committee (excluding setting of precept). The Village Hall Committee does NOT have any delegated powers.

Governance

In order to fulfil their roles as trustees (parish council members only), the Village Hall Committee is a standing agenda item at Parish Council meetings.

Publication of meeting information

As with all parish council committees and as per the councils standing orders, the date, time and agenda of all Village Hall Committee meetings must be published at least 3 clear working days (excluding weekends and public bank holidays) before the meeting, on relevant Parish Council boards and website. The minutes of the meeting are to be published and must be signed by the Chair at the next meeting. Any relevant information on actions taking place between meetings are provided via reports at full Parish Council meetings.

Attendance, representation and voting at Parish Council Committee meetings

Members of the public may attend such meetings and will be given the opportunity to speak on matters of concern to them as allowed under the parish council's Standing Orders.

'Stand in's for User representatives are very welcome at committee meetings as they provide a valuable service in maintaining communication between the various groups using the Village Hall and Green. 'Stand ins' are not able to vote.

Councillors not on the Parish Council Playing Field Committee may attend such meetings but are not entitled to vote at such meetings.




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	30/12/2020 13:10:00	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	30/12/2020 13:10:00	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:

