



11th May 2023

To: The Councillors of Plumpton Parish Council

You are hereby summoned to attend the Parish Council Wednesday 17th May 2023 at 19.15 at the Village Hall 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:

Annual Statutory Meeting

1.
 - a. Election of Chairman for the year 2023/2024
 - b. Election of Vice Chair for the year 2023/2024
 - c. Receive Chair Declaration of Acceptance of Office
 - d. To receive Members Declaration of Acceptance of Office, Declaration of Members Interests and confirmation of summons by electronic means.
 - e. To resolve that the Parish Council meets the relevant conditions (6 elected members out of 9 seats and a qualified clerk) to use the General Power of Competence until the next election in 2027.
 - f. To consider the Scheme of Members Allowances for 2023/2024.
2. Appointment of Committees
 - a. Finance (5 members)
 - b. Village Hall Committee (3 members)
 - c. Playing Field and Pavilion Committee (3 members)
 - d. Planning Committee (All members)
 - e. Transport, Environment and Policing (4 members)
 - f. Communications Working Group (2 members)
 - g. Personnel Committee (3 members)
3. Representatives to Outside bodies
 - a. ESALC (2 members)
 - b. LDALC (2 members)
4. 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



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- f. Risk Management Policy
- g. General Privacy Notice
- h. Freedom of Information
- i. Equality and Diversity
- j. Clerk as Proper Officer and Responsible Finance Officer

Main Meeting

5. To accept apologies for absence
6. Declarations of pecuniary and disclosable interests in respect of matters to be discussed.
7. To Approve Minutes from Parish Council meeting held on 18th April 2023
8. Clerk's Report and discuss any Matters Arising from previous meeting.
9. Brief Report from the County and District Councillor on matters affecting this Parish.
10. Questions from Members of the Public – limited to a maximum of 15 minutes in total
11. Planning applications and consider further applications submitted after agenda publication:

LW/23/0233

Lambourn Cottage, South Road Plumpton BN8 4EA

Erection of detached double garage

To note approved/refused applications from local authority.

SDNP/23/00927/FUL

Plumpton Racecourse

Erection of glamping pods and associated access and parking

Decision: REFUSED

12. Correspondence
13. Finance Committee
 - a. To approve expenditure as itemised on the schedules.
 - b. To approve year to date accounts.
 - c. To approve bank reconciliations and corresponding bank statements
 - d. To approve the Annual Governance Statement for 2022-2023
 - e. To approve the Annual Accounting Statement for 2022-2023
 - f. To note the internal audit report for year ending 2023
 - g. To confirm Mulberry & Co as internal auditors for 2023-2024
 - h. To approve BHIB Insurance for 2023-2024 of £3383.85 for PPC, VH & PF (£1996.47 VH, £1150.51 PF and £236.87 PPC). (2022-2023 £2984).
 - i. To approve the fixed asset register for 2023-2024
14. . Neighbourhood Plan Update
 - (i) Planning Liaison Working Group update
15. To note and action if necessary monthly RA reports.
16. Update on broadband fibre optic community scheme and actions.
17. Update on first aid training sessions



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18. Committee/Working Group Reports

- i. Transport and Environment/Footpaths/Policing
 - ii. Allotments update

- j. Village Hall
 - i. Update on management of pond – vegetation and wild area between pond and footpath

- k. Playing Field/Pavilion
 - i. To note playpark inspection and action where necessary.
 - ii. Tennis Club lease update
 - iii. To receive update on border fencing repairs, hedge clearance along KGV field and private properties, plus gate repair.
 - iv. To discuss proposal of passing places along playing field track
 - v. To note comments from tennis club chair regarding condition of track
 - vi. To consider/approve replacement fuse board at the pavilion at a cost of £595 + VAT

- l. Events Committee

19. Interaction with Plumpton Primary School

20. Communications/Website

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

Dates of next meetings:

6th June 2023 – VH Committee – 19:30 (Village Hall)

7th June 2023 – Playing Field Committee – 19.30 (Pavilion)

13th June 2023 – Finance Committee 19:00 – PPC 19:45

Anita Emery | Parish Clerk 11/05/2023

Correspondence List for Plumpton Parish Council

Received since 18th April 2023 onwards

Subject / Type of Correspondence	Communicated to
1. G Stewart-Brown – Dog Bin EVF	Clerk
2. Hannah Deacon – Forest School P Patch	Clerk/PPC
3. ES Highways – PF sign	Clerk
4. D Witcher – S278 (Sigma Homes)	Clerk/PPC
5. Fields in Trust AGM	clerk/PPC
6. ESALC – General	Clerk
7. BHIB – Insurance renewal	Clerk
8. P Laycock – Sun Close property sale	Clerk/NB/SO
9. M Petty – allotment	Clerk/RJ
10. Tennis Club – driveway	Clerk/PPC
11. Mulberry & Co – internal audit	Clerk/PPC
12. P Bland – Tree at Glebe	Clerk/NB
13. ES Highways – contractor change	Clerk/PPC
14. L Stevens – RA Coronation	Clerk/NB
15. Jo Dubber – Shed	Clerk/NS
16. O Marlow – Bramble clearing	Clerk/RJ
17. Denis Jones – Water & Lease	Clerk
18.	
19.	

Plumpton Parish Council

Inspection Report

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 this report


Provider	Lewes District Council	
Site Name	Plumpton play area	
Actual Date	05/05/2023 12:56:41	
Inspection Type	Playground-Routine Visual	
Inspector	Paul Upton	
Inspection Status	Completed	
		05/05/2023

Finding Summary

Plumpton play area Findings

Asset	Finding Title	Creation Date	Resolve By Date	Risk Level
Team Swing	Item - Timber rotting	27/03/2023 13:13:45		Unacceptable / Immediate
Skate park	Item - Out of Use at time of inspection	26/01/2021 11:20:00	25/02/2021 11:22:00	Low
Cradle	Asset - Risk Assessment	09/08/2021 13:15:12		Not set

Inspection - Plumpton play area - 05/05/2023 12:56:41

Provider	Lewes District Council	
Site Name	Plumpton play area	
Actual Date	05/05/2023 12:56:41	
Inspection Type	Playground-Routine Visual	
Inspector	Paul Upton	
Inspection Status	Completed	

Site Name	Plumpton play area
Address	
Postcode	
Notes	

Findings reported within the Inspection

None Recorded.

Previously Reported Findings (unresolved at time of Inspection)

Cradle - Finding

Asset	Cradle
Finding Title	Asset - Risk Assessment
Finding Group	Maintenance
Cause	
Finding Status	Open
Finding Creation Date	09/08/2021 13:15:12
Resolve By Date	
Finding Resolved Date	
Risk Level	
Finding Notes	Back in use

Finding Photos



Skate park - Finding

Asset	Skate park
Finding Title	Item - Out of Use at time of inspection
Finding Group	Maintenance
Cause	Other - See Finding Notes
Finding Status	Open
Finding Creation Date	26/01/2021 11:20:00
Resolve By Date	25/02/2021 11:22:00
Finding Resolved Date	
Risk Level	Low
Finding Notes	Skate park back in use

Finding Photos



Team Swing - Finding

Asset	Team Swing
Finding Title	Item - Timber rotting
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	27/03/2023 13:13:45
Resolve By Date	
Finding Resolved Date	
Risk Level	Unacceptable / Immediate
Finding Notes	Team swing is rotten and has broken whilst children playing on it.

Finding Photos



Previously Reported Findings Marked Complete During Inspection

None Recorded.



PLUMPTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at the Village Hall on 18th April 2023 at 18:00.

Present: Cllr N Beaumont – Chair (Cllr NB), Cllr Paul Burford, Cllr Paul Stevens, Cllr A Gardiner (Cllr AG), Cllr Jim Brown (Cllr JB), Cllr Nick Satchell (Cllr NS), Cllr R Jury (Cllr RJ), Cllr N Shefras (Cllr NDS) and District Councillor R Banks (Cllr RB).

Absent: Cllr Z Needham (Cllr ZN) and CC Cllr S Osborne.

Also present: Anita Emery (Clerk & RFO).

MOP's: 3

541. To accept apologies for absence

- Cllr ZN tendered her apologies and reasons for absence accepted. CCllr S Osborne also not present.

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

- Cllr PS – Item 547 - Planning application – Lentridge Barn

543. To Approve Minutes from Parish Council meeting held on 14th March 2023

- Unanimously agreed to approve the minutes of the parish council meeting held on 14th March 2023. Chair signed to that effect.

544. Clerk's Report and discuss any Matters Arising from previous meeting.

- Clerk advised the directional sign at the playing field was being investigated by Highways and would report back after their site visit.

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

- No report received from County.
- District Council – Cllr Rob Banks
Cllr RB reported that he was happy to help regarding the disposal of the fridge freezers at the pavilion. Duly thanked by Cllr RJ.
- Contact with enforcement officer regarding Fins Farm – Cllr Davis now aware.
- Comments received and have been made on glamping pods at the racecourse.
- St Helena Lane road sign has been hit and reported to ES Highways
- Cllr RB around until elections. Stood down from district due to health reasons. Cllr RB introduced Daniel Stewart-Roberts Lib-Dem candidate replacement for Cllr RB.
- Cllr RB wished to thank Cllr's PS and AG for their service and support to the parish council.
- Cllr NB duly thanked Cllr RB on behalf of PPC for his services and support to the parish council and consciousness towards attending meetings.



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

- Item 554 (h)(iv) bought forward.
- Clerk advised Cllr JB had sent the recommendation via email to all Cllrs regarding the siting of the memorial tree at the PF. No comments made and unanimously agreed for the tree to be planted and memorial sign to be hung on the tree. Cllr JB to help with planting. Cllr JB and resident to liaise.

547. Planning applications and consider further applications submitted after agenda publication:

LW/23/0143

Lentridge Barn, Station Road, BN7 3DE

Single storey rear infill extension

Decision: No comment

SDNP/23/01508

3 Fairhaven, Plumpton BN7 3AH

Removal of an existing conservatory construction of a single storey extension to the rear of the property, alterations to the fenestration and addition of two flue pipes/chimneys.

Decision: No comment

LW/23/0074

6 Cox Cottages, Station Road, BN7 3BZ

Amended scheme – garden room and re-defined parking area at rear of garden and new fence, together with single story rear extension to main house.

Decision: No comment

To note approved applications.

- None

548. Correspondence

- Nothing to report

549. Finance Committee

- Cllr PB advised no report to present.
- a. To approve the Finance Committee minutes of 14th March 2023
- Unanimously agreed to approve the minutes of the finance committee held on 14th March 2023. Cllr PB signed to that effect.
- b. To approve expenditure as itemised on the schedules.
- Unanimously agreed to approve the April expenditure as follows;
PPC - £6461.84
VH - £1690.73



PLUMPTON PARISH COUNCIL

PF - £419.80

Cllr PB signed to release the payments.

- c. To note final year end position of 2022-2023 and agree any ear marked reserve movements
 - Duly noted and to discuss at the next finance meeting
- d. To consider S137 application – St Peter and St James’s Hospice
 - Clerk advised this application was missed off in error. Cost of hall hire for the event was £130. Unanimously approved to donate £130 to St Peter and St James’s Hospice. **Clerk to action.**
- e. To approve year to date accounts.
 - Unanimously approved.
- f. To approve combined bank reconciliations
 - Unanimously approved.

550.. Neighbourhood Plan Update

(i) Planning Liaison Working Group update

- Cllr NB advised himself and Cllr PS met with Ben Ellis to go through the proposed plan for the GT01 site who expects to send application in after the May elections.

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

- Cllr RJ nothing to report. Still concern over the manhole cover on tennis track. Clerk advised neither SE nor Southern Water admit responsibility. It was agreed for the Clerk to seek quotes for a replacement. **Clerk to action.**

552.Update on broadband fibre optic community scheme and actions.

- Cllr PS advised no update. PPC in lot 16 procurement in July.

553.Update on first aid training sessions

- Clerk advised this is happening in June date etc to be released shortly. **Clerk to action.**



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554. Committee/Working Group Reports

- i. Transport and Environment/Footpaths/Policing
 - Cllr NB reported the speed device will be moved as per licence (needs moving every 3 months). Received positive response from residents since installation.
- ii. Allotments update
 - Cllr RJ reported now weather getting better plot maintenance increasing. The end of fence near stream needs mending. **Cllr RJ to action.**
- g. Village Hall
 - i. Update on management of pond – vegetation and wild area between pond and footpath
 - Cllr NS reported a video has been sent to Aquatic Solutions of the area and waiting to hear back. Green still to wet to get machinery on. A date will be set shortly.
 - ii. To approve hall hire fee increase of 5%.
 - Unanimously approved.
- h. Playing Field/Pavilion
 - Cllr RJ reported ground in good condition – football ends 22nd April, cricket starting 29th April.
 - Playpark gate needs quoting/repairing on.
 - Bags of sand to be spread when Cllr JB can get digger onto the ground.
 - Playpark sand – Cllr JB to pick and spread when ground is hard enough to take a vehicle.
 - i. To note playpark & skatepark inspection and action where necessary.
 - Basket swing reported on inspection report. Duly noted and action is being taken.
 - ii. To consider quotes for playpark basket swing repair and discuss response to LDC re inspections.
 - Clerk advised quotes received as follows;

Playsafe – £3780 + VAT Robinia hardwood (20 yr guarantee) or £4920 + VAT steel.
Mante Leisure - £6805 + VAT hardwood (10 year guarantee) or £8973 + VAT steel.

Unanimously agreed to proceed with Playsafe Robinia Hardwood at £3780 + VAT – use CIL – **Clerk to action.**



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- iii. Tennis Club lease
- Clerk to chase – member and trustee of tennis club dealing with the lease no longer a member or trustee. **Clerk to action.**
- iv. To discuss/agree location of memorial tree to be planted at the playing field.
- Noted at agenda item 546.
- v. To receive update on border fencing along KGV field and private properties.
- Cllr RJ reported a quote for fencing along border would be at £485 but still need an updated quote to include gate. Contractor needs a 1m pathway cleared of brambles and weeds in order to install. Resident does not want area cleared due to privacy. Cllr PS to speak with the resident concerned to clear the area first. **Cllr PS to action.**
- i. Events Committee
- No events meeting needed – Coronation organising all in hand with Village Society and all on budget.

555.Interaction with Plumpton Primary School

- Cllr AG reported school approached PPC regarding CIL for their new playground project but cannot be used as not appropriate use of CIL.

556.Communications/Website

- Nothing to report

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

- Nothing to report

558.Confidential item

- Unanimously approved.

Dates of next meetings:

17th May 2023 New council – Annual Statutory meeting 19:00 followed by full council 19:45

Anita Emery | Parish Clerk 25/04/2023