

# LONG MAN PARISH COUNCIL

www.longmanpc.org

## Minutes of the Long Man Parish Council Meeting

Monday 10 July 2023

### 1. Chairman's welcome

The chair welcomed everyone to the meeting.

### 2. Attendance & apologies for absence

**Present:** Councillors; Tyler Butterworth (Chair), Claire Church (Vice-Chair), Jeremy Christey, Helen Baulcombe, Ann Osborne, and Jeanne Peterson (Clerk).

**Apologies:** Lizzie Chisholm

**Absent:** Michael Bridges

**Other attendees:** County Councillor Stephen Shing

### 3. Declarations of Interest

None

### 4. Public Discussion (15 minutes maximum).

No members of the public were present

Reports from agenda item 7 were brought forward and presented in this section for discussion:

#### County Councillor Shing:

- Attended the A27 Opening Event. LMPC will forward Cllr Shing a copy of its feedback letter to highways to follow up
- New cycle paths are being used more than expected
- Bottleneck at Polegate/Willingdon still blocked
- New contractor at Highways still a couple of months behind with work e.g. Alfriston traffic calming, but pot hole repairs are still going ahead as normal
- Concerns about speeding at the Folkington bend where the speed restriction changes from 40, 40 to 60 which causes a lot of overtaking. LMPC to forward copies to Cllr Shing of any communication it prepares to send to Highways.

**District Councillor David Greaves:** no report was available

**MP Maria Caulfield:** a written report had been circulated

**Alison Cotton Tree Warden:** Alison was unable to join the meeting but had sent the following report:

- The new trees have been watered a couple of times and need watering again
- A question was raised about whether the LED street lights are harmful to plants. Following research, it is unlikely to be an effect unless plants are within a few feet of the artificial light source. LED lights don't contain the full spectrum that plants need for photosynthesis, and nocturnal lighting may affect the molecular clock that tells them when to become dormant, grow flowers etc. See more here: <https://www.sprigsandtwigs.net/ask-article.aspx?article=212>
- AC has been asked by a resident to look at the trees near the village green at Milton Street.

**5. Minutes of the Annual Meeting of the Council and Minutes of the Annual Parish Assembly both held on 15 May 2023 to be agreed and signed as a true record**

CC asked that it be made clear that although she delivered the Village Club Committee report at the Annual Assembly meeting, the report had been written by the Chairman Ruth Zacharewicz who was unable to attend the meeting.

Subject to the above note, the Minutes were approved and signed as a correct record.

**6. Matters arising from the Minutes of both meetings held on 15 May 2023 not covered elsewhere on the agenda**

There were no matters arising

**7. Reports from other bodies**

Reported in Item 4

**8. Reports from Parish Councillors**

**8.1 Folkington:** Nothing to report

**8.2 Milton Street:**

There is a problem with motorbike noise, the vehicles speeding early in the morning from 6am through Litlington to Milton Street. This, and any other vehicle nuisance can be reported online via Sussex police at <http://www.operationcrackdown.org>

**8.3 Wilmington:**

A music event at the tea rooms had caused problems. There will be another on the 16<sup>th</sup> July but all licenses have now been obtained. It will be a one-off event for two hours.

**9. Finance**

**9.1 To receive and note the clerk's Finance Report**

The report had been circulated which confirmed the closing current account bank balance at the end of June 2023 to be £16,200.77

**Current bank account balance**

	£
<b>Latest Statement date: 29 June 2023</b>	<b>16,200.77</b>

**Breakdown of funds in budget year 2023/2024:**

General funds	8,733.58
Contingency funds ear-marked for emergency	5,000.00
Grants & donations 22/23 designated funds	1180.00
Milton Street phone box maintenance funds	250.00
<b><u>Total</u></b>	<b><u>16,200.77</u></b>

**9.2 To approve and authorise the accounts payable as detailed on the payment list**

The payment list had been circulated to council.

**Payments list for 10 July 2023**

		£
Clerk wages:	June 2023	415.10
	July 2023	414.90
HMRC PAYE		311.20
Clerk expenses		108.61
Cuckmere Flood Forum grant		80.00
ESALC Ltd councillor training		48.00
Stripes - Wilmington Green half year grass cuts		150.00
AFH Payroll Solutions Ltd payroll services June & July 2023		37.80
	<b><u>Total</u></b>	<b><u>1565.61</u></b>

**It was resolved:** Authorisation to make the payments was unanimously agreed by council.

### 9.3 Grants Requests

i. The council agreed that Cuckmere Flood Forum would be paid this month as noted in the payments list. Members would like to learn what more the forum might be able to achieve.

**Action:** TB to invite a representative of the forum to speak at a future LMPC meeting

ii. Figures provided by the Citizen's Advice Bureau (CAB) indicated that a number of parish residents had been helped by the service. The council unanimously agreed that a grant will be made in the next payment list.

**Action:** The clerk will ask the CAB to provide a mid-year report to the council.

**9.4** The clerk informed the council that they may claim expenses for stationery used for council work, and mileage when attending an event on behalf of the council. Receipts must be provided.

### 9.5 Banking arrangements update

The clerk confirmed that the relevant forms had now been received to add her as an administrator to the account. This does not allow the clerk any authorisation as a signatory. The council unanimously agreed for the clerk to go ahead.

**9.6** There was nothing to report on LMPC mobile phone contract. The clerk will continue to attempt to resolve the joint contract issue.

### 9.7 Cil Funds

Members agreed to bring ideas to the next meeting in September. In the meantime the clerk will circulate information on how these funds may be spent.

## 10. Website provision:

The council agreed to use Netwise in setting up its new website and authorised the clerk to go ahead and start the project.

## 11. Clerk's general update

### 11.1 Correspondence

There had been reports of overgrown footpaths in Wilmington; along the path adjacent to the road to the Long Man and across from the village to Milton Street. The clerk had reported this to the Rights of Way (RoW) team and the paths had now been cleared.

**Action:** The clerk has made a diary note to alert RoW sooner next year to prevent them becoming so overgrown.

### 11.2 Maintenance

- i. The clerk has emailed BT to enquire about the Wilmington phone box status re adoption.
- ii. A quote has not yet been received for replacement of the Milton Street notice board

## 12. Communications

**12.1** The council approved the Scheme of Delegation as it stood. The clerk will publish the document onto the website

**12.2** If the Wilmington Whatsapp group could become parish wide, the council agreed that it would help establish an outward communication link from the council to parish residents. This could be used to alert them when information is updated on the website e.g. meeting agendas and minutes, planning information. And over time develop links to a "One Stop" information centre on the LMPC website.

It was stressed that the Whatsapp group is not set up or managed by the council, it would only be used to send information outwards and would not engage in two-way communication via the group.

Members also discussed using the parish magazine more to highlight its work.

**Action:** **JC** to draft wording for scheduled notices to use in the parish magazine, Whatsapp, and link to the LMPC website. To also look into changing the Whatsapp group to cover the whole parish. **TB** to look into using the Milton Street emailing list to encourage sign up to a parish wide group and general information sharing.

**12.3** Following discussion the council decided that it was not necessary to appoint single lead members to oversee different areas of the council’s work.  
For planning see item 13.2.

For footpaths & rights of way, councillors will pass on any information to the clerk to liaise directly with the Rights of Way team who will then either include the maintenance within their own schedule or contact the relevant landowner. In cases where a councillor may know the landowner details of any direct approach will be shared with the clerk to maintain an overview of works reported.

**12.4** A “Meet the Council” event was agreed for sometime in October, specific date to be confirmed at the next meeting. TB will think of a suitable guest speaker to suggest.

**13.Planning**

**13.1** The planning report had been circulated and is attached as Appendix 1 to the minutes. This is now updated to include the latest council responses to applications, and the one new application received since the publication of the agenda.

**13.2** The council approved as policy, the draft document Processing Planning Applications and authorised the clerk to publish it onto the council’s website.

After consideration, members agreed that planning applications for the parish will be dealt with on a case-by-case basis with regard to who may have best knowledge given the property/land involved.

In order to gauge resident views on any application members will where possible encourage responses, in person, or managed by using a simple letter template which can be hand delivered to adjacent properties. The council will respect anonymity when requested.

**Action:** Clerk to draft planning letter template and circulate by email.

It was raised that at the POLO field development the contractors are not using the temporary access as they should be. The large lorries are causing big divets in the current road.

**Action:** Clerk to contact Wealden District Council planning

**14. Feedback from external meetings**

**14.1** A27 East of Lewes Open for Traffic event – TB and CC attended this meeting, and CC has since drafted a feedback response to Highways detailing remaining concerns.

**Action:** Clerk to circulate a copy of the response to all members and to Cllr Shing.

**14.2** WDALC – No-one is available to attend this meeting

**15. Date of next meeting**

Monday 11 September 2023 at Wilmington Village Hall, 7.30pm

**The meeting was declared closed at 9.20pm.**

**These Minutes are a true and accurate record of the meeting.**

**Signed:** .....

**Position:** .....

**Date:** .....