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Minutes of the Annual Meeting of Long Man Parish Council

held on Monday 12 May 2025 Wilmington Village Hall at 7.30pm

Cllrs Butterworth and Church indicated they would be happy to continue as Chair and Vice-Chair.

1. Election of Chair

It was proposed and seconded that Cllr Tyler Butterworth be elected as Chair for the year 2025-2026 and this was unanimously agreed by the council. The Declaration of Office as Chair was duly signed.

2. Election of Vice-Chair

It was proposed and seconded that Cllr Claire Church be elected as Vice-Chair for the year 2025-2026 and this was unanimously agreed by the council. The Declaration of Office as Vice-Chair was duly signed.

3. Chair's welcome, attendance & apologies for absence

Present: Councillors Tyler Butterworth (Chair), Claire Church (Vice-Chair), Ann Osborne, Lizzie Chisholm, Michael Bridges and Jeanne Peterson (Clerk)

Apologies: Cllr Helen Baulcombe

It was resolved to accept the apologies as noted

Other attendees: County Councillor Stephen Shing and three members of the public

Alison Cotton Tree Warden and District Councillor Greaves were unable to attend the meeting.

4. Declarations of Interest: None

5. Minutes: The Minutes of the Long Man Parish Council Meeting held on 10 March 2025 were agreed and to be signed by the Chair as a true record.

6. Matters arising from the Minutes of the meeting held on 10 March 2025: None

7. Public Discussion (15 minutes maximum): The council had received communication from the vicarage residents expressing concern about what they felt were negative comments being circulated locally about the siting of a caravan at the lower end of their garden. The Chair invited them to add any further comments:

- The caravan had been positioned with the agreement of the Church Council and Archdeacon as a way to raise funds for the church.
- They are concerned that untrue information is being circulated.
- The vicar received a letter from SDNPA saying that the caravan had been reported as being used for residential purposes and subsequently spoke to the enforcement officer and explained the PCC initiative.
- The caravan will be used for very low-key summer stays primarily for walkers, as an example using the Cuckmere Pilgrim Path. Promotion will be by word of mouth, apart from the village magazine, and the duration of use is strictly limited

- It felt impersonal that no one came to discuss it directly and wouldn't it be better to resolve matters at a local level to save time and money.
- Information should be verified and in future it would be preferred that people talk directly.

The Chair acknowledged the points made. LMPC has a duty to record what is raised from all sides, and the council works as a conduit between any complainant and as necessary higher advisory authorities. It has no jurisdiction over SDNPA Planning, which is why it must itself seek appropriate advice on potential planning matters in order to act correctly.

Normally it would be suggested that people talk to each other about any issue, but some don't want that.

The council will consider including a paragraph in the parish magazine to encourage that a better way forward is to speak with each other.

8. Reports from other bodies

8.1. **County Councillor Stephen Shing:**

- The Local Government Reorganisation is high on the agenda and a six-week public consultation is due to be shortly published. An interim access plan has been sent to Government within the required deadline. The CEOs of East and West Sussex, and Brighton have a meeting today so ESCC expects to be briefed in a few days' time. The next full council meeting is on Tuesday 20 May 2025.
- The Cabinet has approved the go ahead for the proposed two-way road at Exceat Bridge following agreement to use a contribution of £11m towards the project from the bus scheme.
- A definitive map order has been published today seeking alterations on the public bridleway LM47/48. Details have been published in the Sussex Express, in London and notices are fixed at both ends of the lane. The six-week consultation ends on 2 July 2025. The clerk will circulate details once received.

8.2. **District Councillor David Greaves:** None available

8.3. **MP James McCleary:**

A report had been circulated. It was confirmed that a date has now been agreed with the MP's office for a meet and greet/Q & A session to be held locally on the evening of 6 August 2025. Specific arrangements are yet to be discussed.

8.4. **Tree Warden Alison Cotton:** None available

PCSO/Rural Crime Representative: It was confirmed and noted that there is now a designated PCSO, Lauren Tilbury, assigned to the parish. She hopes to attend the Annual Assembly on 16 May 2025 to introduce herself.

9. Reports from Parish Councillors

9.1. **Folkington:** Residents are enquiring about the damaged finger post on the A27 Folkington junction at the bus stop area. Views are being noted on its replacement either with a metal or wooden post, or to it remove altogether. Results will be reported at the next LMPC meeting.

There have been complaints about the deep rut along the road edge outside the church which is making parking and walking hazardous. The clerk was asked to report this to ESCC Highways.

Residents are planning to appeal the proposed changes to the definitive map which effects the path LM47/48 at Folkington.

- 9.2. **Milton Street:** Nothing specific to report. Location details will be sent to the clerk on where the bikes ride at the back of the village onto the downs to help reporting to the Rights of Way team.
- 9.3. **Wilmington:** The national speed limit signs near the car park have been repaired. The phone box appears to already being used as a library. The footpath outside the church is very overgrown and the clerk was asked to contact ESCC Highways to get it cleared. There is an abandoned car in a ditch at the point where Thornwell Road becomes Bayleys Lane.

10. Traffic & Highways

- 10.1. **A27:** A response to the Freedom of Information Request (FOI) sent by LMPC to National Highways is due back by 23 May 2025.
- 10.2. **The Sussex Safer Partnership** have said that they will consider installing their temporary speed limit signs at Wilmington on the A27 once the new designs are completed. In the meantime, LMPC can order signs from ESCC Highways to be placed locally. It was agreed that 2 x Slow Down signs would be ordered for both Wilmington and Milton Street, and 2 x Pass Wide Pass Slow signs for both Folkington and Wilmington
- 10.3. **Strengthening Local Relationships (SLR):** The meeting scheduled for 17 June has been cancelled as there has been a change of personnel at ESCC Highways. The council should however continue to report issues as they occur via the online reporting facility.

11. Finance – the end of year and financial reports were presented to the council by the clerk:

- 11.1 **It was resolved** to approve the 2024-2025 Annual Governance Statement (Section 1)
- 11.2 **It was resolved** to approve the 2024-2025 Accounting Statements (Section 2)
- 11.3 **It was resolved** to accept the Internal Audit Report as part of the accounts and note that the council is compliant in its processes.
- 11.4 **It was resolved** to accept the Certificate of Exemption and the clerk was authorised to submit the certificate to the external auditors. The clerk was also authorised to display all relevant end of year papers as required for purposes of transparency by the external auditors, onto the website and village notice boards.
- 11.5 **It was resolved** to accept and approve the updated Asset Register
- 11.6 The Summary of Accounts and Budget v Actual Monitoring Report at year end were noted.
- 11.7 Bank reconciliations for end of March 2025 and the end of April 2025 were **approved**.
- 11.8 **It was resolved** to approve and authorise the payments as detailed on the payment list
- 11.9 **It was resolved** to accept the Risk Assessment as updated which now includes the online banking policy.
- 11.10 The council considered three grant applications:
 - i. Wealden Citizens Advice – **It was resolved** to make a grant of £300
 - ii. Action against Abuse – It was decided on this occasion not to make a grant
 - iii. Parish Magazine – **It was resolved** to make a grant of £500

The council authorised the clerk to add the grant payments to the payments list.

12. Council Policies

- 12.1 **It was resolved** to adopt the revised Model Standing Orders 2025
- 12.2 **It was resolved** to adopt the Model Financial Regulations 2025
- 12.3 It was noted that other council policies do not need amendment at this time.
- 12.4 It was noted that due to the revised Practitioners Guide 2025 there may need to be changes to the website and council emails to update them to generic terms of .gov.uk. The clerk will look in detail at the guide and report at the next council meeting.

13. Clerk's Update

13.1 Correspondence: No-one was available to attend the Bishop of Chichester's Garden Party. The clerk was asked to send apologies.

13.2 Maintenance:

- i. It was noted that the Wilmington phone box adoption had been completed. It was agreed that both boxes require maintenance. A work team would be put together to firstly prepare and repaint the Milton Street box, followed by repairs and repaint at Wilmington. A generator could be made available by Cllr Church so that electric sanders could be used.
- ii. Unfortunately the contact for repairs is no longer available for the work agreed on the bus shelters and Milton Street bench. They have returned the deposit to the council which had been paid previously. The clerk had instructed a handyman to repair the bench and to re-align the north side bus shelter. Quotes for the south bus shelter are still needed as that is a much more complicated job.
- iii. It was agreed that a second quote for finger post refurbishment be sought.
- iv. It was noted that the Long Man footpath running parallel to the road had already been cleared.

14. Planning

The planning report was noted and the only new item to consider was a request for comment on upgrades to existing telecoms equipment at the mobile phone base station on land at New Barn Farm, Thornwell Road BN26 5PZ. The council agreed that the upgrades would not make any substantial difference to the site and the clerk was asked to respond that the council would not be making any comment.

15. Annual Parish Assembly 16 May 2025

A guest speaker on Roman Rural Settlements in Sussex had been secured and the council agreed the fee payable along with mileage. This will be invoiced following the meeting.

It was agreed to publicise this via Whatsapp and the clerk was asked to send details to the Village Club asking whether they may be circulated to the club event mailing list. Cllr Osborne will make the nibbles and the clerk will purchase the other refreshments. It was agreed to meet earlier at the hall for set up.

16. Feedback since the last council meeting from councillors attending external meetings:

None

17. It was noted, that as in previous years, individual councillors will not be selected to attend specific external meetings. Attending councillors will be appointed as and when needed.

18. Date of next meeting – The next Meeting of Long Man Parish Council will be Monday 14 July 2025 at Wilmington Village Hall 7.30pm.

The meeting was declared closed at 8.55pm.

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

Signed:.....

Position:.....

Date:.....