

Newick Parish Council

Minutes of the Annual Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 29th May 2018 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick.

Present: Councillors C. Armitage, G. Clothier, M. Halsey, B. Horsfall, I. Nesbitt, J. Sheppard, J. Smerdon, M. Thew, J. White, C. Wickens and K. Wrench.

In Attendance: Mrs S. Berry (Clerk)
Seven members of the public (for part of the meeting only)

An audio recording was made of the meeting

1. **Election of Chairman and declaration of acceptance of office** – The Clerk reported that she had received one nomination for the position of Chairman of the Parish Council. No further nominations were made and it was unanimously agreed that Cllr. Jenny Smerdon should be elected as Chairman. Cllr. Smerdon duly signed a declaration of acceptance of office in the presence of the Clerk.
2. **Election of Vice Chairman** – The Clerk reported that she had received one nomination for the position of Vice Chairman of the Parish Council. No further nominations were made and it was unanimously agreed that Cllr. Ben Horsfall should be elected as Vice Chairman.
3. **Apologies for Absence:-** No apologies had been received.
4. **Disclosure by Members of personal interest in matters on the agenda, the nature of any interest and whether the Member regards the interest as prejudicial under the terms of the Code of Conduct:** - The following disclosures of personal interests were made:- Cllr. Sheppard declared an interest in agenda item 7.2 (Planning applications – LW/18/0346 and LW/18/0332), Cllrs Thew, Armitage and White declared an interest in agenda item 16.11 (Grant applications – Newick Bowls Club) and Cllrs. Armitage and Wickens declared an interest in agenda item 16.11 (Grant applications – Newick Rootz). It was noted that the meeting summons had reminded members to check their Register of Interests forms and to update them if necessary.
5. **Questions or statements by Members of the Public**
Mr Curry spoke in connection with agenda item 7.2 (LW/18/0351 – Woods Fruit Farm). He pointed out that the application included land that had not been allocated in either Newick Neighbourhood Plan or the Lewes District Local Plan Part 2 and that the number of homes proposed had increased from the 39 allocated in Newick Neighbourhood Plan to 69. He mentioned that if the Mitchelswood site in Allington Road was allowed to be developed this, in itself, would mean an additional 50 homes that had not been allocated in the Neighbourhood Plan. Mr Curry referred to the very limited consultation carried out by Thakeham prior to submitting the application when only a small number of households had been consulted and to the letter from East Sussex County Council which contained objections to the development on the grounds of poor drainage and flood risk.

Mr Hodge spoke in connection with agenda item 7.2 (LW/18/0332 – 26 Western Road). He referred to the letter that he had sent prior to the meeting and which had been circulated to councillors by email. He pointed out the differences between the previous application, which had been allowed on appeal, and the current application, stating that the new proposal would mean that the dwelling would be significantly larger and would be built six metres nearer to his property. It would be three storeys high with additional windows which would lead to overlooking of his property.

Mr Caulkett spoke in connection with agenda item 7.5 (draft letter to residents) in his role as spokesperson for residents living near to the Vernons Road/The Rough land for which planning permission had recently been granted. He referred to a letter received by the Parish Council on 23rd April 2018 in which residents had asked the Council to consider submitting a new planning application to build only one bungalow on this site. He stated that residents were unhappy about the prospect of losing a valuable piece of open space and that, if it had to be built on, they considered that a single bungalow would be much more suited to the area and more acceptable to those living nearby.
6. **Approval of draft minutes of Parish Council meeting held 24th April 2018** – It was agreed that the draft minutes of the Parish Council held 24th April 2018 could be signed as a true record.

7. Planning:

7.1 Approval of draft minutes of Planning Committee meeting held 8th May 2018 – It was agreed that the draft minutes of the Planning Committee meeting held 8th May 2018 could be signed as a true record.

7.2 Consideration of Planning Applications

<p>Newick LW/18/0258</p>	<p>2 High Hurst Close Newick East Sussex BN8 4NJ Planning Application - Two storey side extension and porch for Mr R Lewry. It was agreed to make no comment on this planning application.</p> <p><i>One member of the public left the meeting at 7.18 p.m.</i></p>
<p>Newick LW/18/0351</p>	<p>Woods Fruit Farm Goldbridge Road Planning Application - Demolition of Oakside and the erection of 69 residential homes, with associated access, car parking, cycle parking, refuse/recycling storage, landscaping and infrastructure for P Wood, J Wood & C Wood.</p> <p>Councillors noted the letters already received from a number of residents and the valid points that had been made in these letters, including that raised by a member of the public present at the meeting who referenced a letter dated 26th October 2016 from Lewes DC to the applicant stating that the proposals were unlikely to be supported unless the land to the east of that allocated in Neighbourhood Plan Policy H04 had been subsequently allocated for development in the Lewes District Local Plan Part 2.</p> <p>It was unanimously agreed to object to this planning application on the following grounds:-</p> <ul style="list-style-type: none"> • Although part of the site is allocated under policy H04 of Newick's Neighbourhood Plan, the proposal includes further land to the east which is not allocated either in the Newick Neighbourhood Plan or the Lewes District Local Plan Part 2. If this land were to be used for development it would be outside the development boundary and contrary to Newick Neighbourhood Plan policy H01.4 and Lewes District saved policy CT1. • Newick Neighbourhood Plan and Lewes District Local Plan Part 2 have allowed for 100 new homes in Newick and sites have been allocated for this number of additional homes following lengthy preparation and consultation with local residents. There is no good reason why Newick should have to accept an additional 30 homes on this site over and above what has been planned for, particularly in view of the fact that the adjacent site to the west (H03 in Newick Neighbourhood Plan) is earmarked for the development of up to 30 new homes. • If this development is allowed to proceed regardless of the planning and consultation referred to in the previous paragraph, it would create a precedent for other sites around the village that are not currently allocated for development and in which developers are known to have an interest to come forward, potentially resulting in uncontrolled expansion of the village. • The consultation process referred to in paragraph 4.3 of the applicant's Planning Statement was extremely limited and inadequate as very few residents who would be impacted by the proposed development had been included in the leaflet drop. • The parking provision is inadequate for the number of homes and contrary to Newick Neighbourhood Plan policy H01.5. • The density of housing on the western side of the site is considered to be too high. • As highlighted in East Sussex County Council's letter of 18th May 2018, the applicant has failed to provide sufficient information in respect of surface drainage and flood risk. <p>The Clerk was asked to ensure that the Parish Council is informed of the date of the Lewes DC Planning Committee meeting when this application will be</p>

	<p>considered so that a representative can speak at this meeting. Action Clerk</p> <p><i>A member of the public left the meeting at 7.26 p.m.</i></p>
<p>Newick LW/18/0308</p>	<p>1 Vernons Road Planning Application - Re-positioning of the existing garden fence adjacent to Paynters Way in order to close the gap between the existing privet hedge and the current position of the existing garden fence for Mr J Harman. It was agreed that the Parish Council had no objection in principle to this planning application, however, the planning officer is asked to ensure that all of the land on which the fence and hedge are sited belongs to the applicant and that it is a condition of any approval that the hedge must be adequately maintained and not allowed to impede the adjacent footpath.</p>
<p>Newick LW/18/0346</p>	<p>92 Allington Road Erection of a pair of semi-detached cottages for Pavilion Homes (Sussex) Ltd. It was unanimously agreed to object to this planning application on the grounds that it is contrary to Newick Neighbourhood Plan policy H01.6 which states that 'the construction of additional homes in the garden of Newick's existing homes will not be supported'.</p> <p>(9 voted in favour of objection and 1 voted to abstain. Having declared an interest in this planning application Cllr. Sheppard did not vote).</p>
<p>Newick LW/18/0332</p>	<p>26 Western Road Planning Application - Erection of a 5 bedroom detached house and new vehicular access for Mr S Van Rensburg.</p> <p>Letters from the residents of adjacent properties had been circulated by email prior to the meeting and were noted.</p> <p>It was agreed to object to this planning application on the following grounds:-</p> <ul style="list-style-type: none"> • The proposal is contrary to Newick Neighbourhood Plan policy H01.6 which states that 'the construction of additional homes in the gardens of Newick's existing homes will not be supported.' • The proposal is for a five bedroomed, three storey house, contrary to Newick Neighbourhood Plan policies H01.3 which states that buildings 'should be of a height no greater than two storeys'. • The proposal would necessitate the removal of a mature tree which offers amenity to the local area. • There is a known issue with surface water drainage and potential flooding in this area which would be exacerbated by the construction of a much larger dwelling than originally approved. • The occupant of an adjacent property has reported concern over the fact that footings 15 feet deep, 30 yards long and covering almost the whole width of the plot have already been dug on the site, creating the risk of land slip from the adjacent garden which has already started to occur. <p>The Clerk was asked to request a visit by the Lewes District Council Enforcement Officer. Action Clerk</p> <p>(10 voted in favour of objection, having declared an interest in this application Cllr. Sheppard did not vote)</p> <p><i>Two members of the public left the meeting at 7.38 p.m.</i></p>

7.3 Approvals/Refusals etc. It was noted that the following applications had been **approved** by Lewes District Council:-

LW/18/0088 The Bull Inn, 24 The Green – Listed Building Consent application for retention of a trade kitchen refurbishment, new bar server and external redecoration scheme.

LW/18/0187 26 Western Road – Planning application for single storey extension to west of existing dwelling and erection of an entrance porch.

7.4 Tree works applications – The following tree works application decision by Lewes District Council was noted:-

TW/18/0024/TPO5 The Pagets – Application to fell a Scots Pine (T11 of the Order) was **refused** on the grounds that its loss will erode the established character of the area and that the reasons given fail to adequately justify the removal of the tree.

7.5 Approval of draft minutes of Neighbourhood Plan Committee meeting held 1st May 2018 – It was agreed that the draft minutes of the Neighbourhood Plan Committee meeting held 1st May 2018 could be signed as a true record.

A briefing note prepared by the Neighbourhood Plan Committee on the importance of adherence to Newick's Neighbourhood Plan policies had been circulated prior to the meeting. It was agreed that this note should be made available to all new councillors and a copy put on the Newick website.

A draft response to a letter dated 18th April 2018 from residents living near to the Parish Council's land between Vernons Road and The Rough had been circulated prior to the meeting. It was agreed that this response should be sent to those residents who had signed the letter of 18th April. For the information of two of those residents who were present Cllr. Armitage read out the letter at the meeting.

Two members of the public left the meeting at 7.49 p.m.

An article from Planning Resource entitled 'Why one in three councils face the loss of their five year housing land supply' had been circulated prior to the meeting and it was agreed that a copy of this should be sent to Lewes District Council Planning Department with a request information as to how the proposed new method of calculating housing land supply might affect the local area.

It was agreed that a Community Infrastructure Levy (CIL) Working Group would be formed to deal with issues concerning how CIL funding should be spent in Newick.

7.6 Nomination of two representatives to attend CIL training – It was agreed that Cllrs. Smerdon and Thew would attend the CIL training at Lewes District Council offices on 19th June and that Cllr. Wickens would attend as reserve if available.

7.7 S.106 agreement – It was resolved that the S.106 agreement and Deed of Modification in connection with planning consent granted for Parish Council owned land between Vernons Road and The Rough (LW/18/0048 & LW/18/0080) should be signed and that Cllrs. Smerdon and Horsfall should sign the agreement on behalf of the Parish Council.

7.8 Outcome of Court of Appeal hearing – there was nothing to report.

8. Clerk's Report – A report from the Clerk on a presentation by Action in rural Sussex about Good Neighbour Schemes and a list of correspondence received since the last meeting had been circulated prior to the meeting and was noted. There were no questions.

9. Report by Clerk on any action taken under Delegated Powers in consultation with Chairman and/or Vice-Chairman – It was reported that there had been a blockage in the drain below the recreation ground car park and that contractors had been called to clear the drain. It was agreed that the invoice for attendance to unblock the drain should be paid and that the contractors should be engaged to carry out further clearance work as recommended.

10. Appointment of committees, Working Groups, Representatives to External Organisations and responsibility for dealing with consultations – The following appointments were confirmed:-

Planning Committee	Cllrs. Chris Armitage, Mario Halsey, Iain Nesbitt, Jenny Smerdon, Melanie Thew, Joe White and Cathy Wickens
Environment and Recreation Committee	Cllrs. Guy Clothier, Mario Halsey, Jean Sheppard, Jenny Smerdon and Joe White
Finance & General Purpose	Cllrs. Ben Horsfall, Iain Nesbitt, Melanie Thew and Ken Wrench

Committee	
Neighbourhood Plan Committee	Cllrs. Chris Armitage, Ben Horsfall, Jenny Smerdon, Melanie Thew, Cathy Wickens and Ken Wrench Mr John Lucas
Community Infrastructure Levy (CIL) Working Group	Cllrs. Chris Armitage, Jenny Smerdon, Melanie Thew, Joe White and Cathy Wickens
Skate Park Working Group	Cllrs. Mario Halsey, Ben Horsfall, Jenny Smerdon and Joe White
Allotments	Cllrs. Guy Clothier and Jenny Smerdon
Emergency Plan Coordinators	Cllrs. Ben Horsfall and Jean Sheppard
Tree Warden	Cllr. Guy Clothier
Public Footpaths	Cllr. Cathy Wickens and Guy Clothier
Neighbourhood Watch	Cllr. Jean Sheppard
Sports Pavilion Management Committee	Cllrs Mario Halsey and Joe White
CCTV Management Group	Cllrs Ben Horsfall and Joe White
Newick Village Hall Management Committee	Cllr. Jenny Smerdon
Lewes District Association of Local Councils	Cllrs. Jenny Smerdon and Jean Sheppard
East Sussex Association of Local Councils	Cllrs. Jenny Smerdon and Ben Horsfall
Trustees of the Lady Vernon Trust	Mr C. Andrews, Mrs S. Armitage, Mr P. Cumberlege, Mrs E. Duncton, and Cllrs. J. Smerdon and C. Armitage

It was agreed that responsibilities shown in appendix one of the Procedure for dealing with Consultation Requests should remain unchanged.

11. **Review of Terms of Reference for Committees and Working Groups** – The Terms of Reference for Committees and Working Groups had been circulated prior to the meeting incorporating any amendments proposed by the individual committees or working groups. It was agreed that these documents should be approved.
12. **Confirmation of the appointment of Internal Auditor** – It was agreed that Mr Peter Frost should be asked to continue in his role as the Council's internal auditor.
13. **Approval of dates and times of meetings for 2018/19** – a draft schedule of dates for meetings of the full Council, Committees and the Annual Parish Meeting had been circulated prior to the meeting and was agreed.
14. **Review and adoption of Standing Orders and Financial Regulations** – Copies of the Council's Standing Orders and Financial Regulations updated with amendments proposed by the Finance & General Purposes Committee had been circulated prior to the meeting. It was agreed that the Financial Regulations should be approved as circulated. Cllr. Armitage proposed that in the interests of transparency Standing Order 3d should be amended in order to allow members of the public present at the meeting to speak about any subject, not just those that appearing on the agenda. Following discussion, it was agreed that Standing Order 3d should remain unchanged but that the following new Standing Order should be inserted:- *'At the discretion of the Chairman and should sufficient time be available members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of items not on the*

agenda. Priority will be given to those wishing to speak in respect of business which is on the agenda' It was agreed to approve the updated Standing Orders as amended.

15. Review of press and media policy – A copy of the Council's press and media policy with updates to paragraphs 9 and 10 had been circulated prior to the meetings. It was agreed to approve the proposed updates to this policy.

16. Financial Matters:

16.1 To approve schedule of payments for May 2018 – It was agreed that the schedule of payments for May 2018 should be approved. It was agreed that payments this month would be authorised by Cllrs. Horsfall and Nesbitt.

Payments Schedule May 2018

Payee	Item	Invoice Amount	Cheque Number
Payments made prior to meeting			
Lewes District Council	Temporary Event Notice x 2	£42.00	300003
Payments to be approved			
S.E. Berry, HMRC & East Sussex Pension Fund	Clerk's Salary, Tax & NI contributions and Pension Contributions	£1,644.68	Electronic pmts
Surrey Hills Solicitors	Legal Services re LW/18/0048	£745.20	Electronic pmt
D. Sankey Ltd	Routine mole treatment KGVPF	£100.80	Electronic pmt
Lewes District Council	Monthly Play Area Inspection	£18.00	Electronic pmt
Ms S Orwin	Village maintenance	£330.75	Electronic pmt
Mrs J Smerdon	Refreshments for Annual Parish Meeting	£50.00	Electronic pmt
Newick Sports Pavilion	Use of AV equipment	£115.00	Electronic pmt
Mrs LM Farmer	Locum Clerk services	£170.42	Electronic pmt
Peter Frost	Internal audit	£139.35	Electronic pmt
Altitude Events	Hire of crazy golf for Festival	£360.00	Electronic pmt
Haymarket Subscriptions	Subscription to Planning Resource	£195.00	Electronic pmt
Newick Sports Pavilion	VAT reclaim 2017/18	£331.95	Electronic pmt
Drainboss	Drain clearance – playing field car park	£117.60	Electronic pmt
Total		£4360.75	

It was noted that the half yearly instalment of £2501.01 due to the Public Works Loan Board would be collected by direct debit on 1st June 2018.

16.2 Authorisation of expenditure for Newick Festival – It was agreed that payments in connection with Newick Festival (e.g. Circus Skills Workshop approximately £200, publicity costs approximately £100) could be made when due if before the next Parish Council meeting.

- 16.3 To note statement of performance against budget as at end April 2018** – The statement of performance against budget as at the end of April 2018 had been circulated prior to the meeting and was noted.
- 16.4 Receipt of end of year accounts** – Copies of the end of year accounts (Working details for Annual Return and Earmarked Reserves) had been circulated prior to the meeting and were noted.
- 16.5 Receipt of report from Internal Auditor** – Copies of the Internal Auditor’s Report dated 12th May 2018 had been circulated prior to the meeting and the recommendations noted.
- 16.6 Contingent Liability** – Members of the Council were asked to report any contingent liability of which they were aware that may have a financial impact on the Council. No reports were made.
- 16.7 Consideration and approval of Annual Governance Statement 2017/18** - Copies of the Annual Governance Statement had been circulated prior to the meeting. It was resolved that questions 1 to 9 on the Annual Governance Statement (section 1 of the 2017/1 Annual Governance and Accountability Return) should be answered ‘yes’ and that Chairman should sign the statement on behalf of the Parish Council.
- 16.8 Consideration and approval of Accounting Statements 2017/18** - Copies of the Accounting Statements for 2017/18 (section 2 of the Annual Governance and Accountability Return) had been circulated prior to the meeting along with copies of the end of year accounts. It was resolved to approve these Accounting Statements and to authorise the Chairman to sign the statements on behalf of the Parish Council.
- 16.9 To ensure that the Governance and Accounting Statements have been signed and dated by the Chairman** – In accordance with authority given under agenda items 16.7 and 16.8 above the Chairman signed both the Annual Governance Statement and the Accounting Statement.
- 16.10 Review of subscriptions to other bodies** – A list of subscriptions for 2017/18 had been circulated prior to the meeting. Having confirmed that the subscription to Haymarket publications for ‘Planning Resource’ would be £195 and not £250 as originally invoiced it was agreed to approve the subscriptions.
- 16.11 Consideration of grant applications** – A list of applications received for small grants had been circulated prior to the meeting. It was agreed to approve payment of the following grants which were to be made using the Parish Council’s General Power of Competence:-

Organisation	Amount	Purpose
Dancing for Fun & Fitness	£200	Towards the running costs of the project which is aimed at improving the wellbeing of older people who live alone and are at risk of feeling lonely and isolated.
Newick Bowls Club	£250	Towards electrical repairs costing £420 required to ensure safe use of bowls pavilion.
Parochial Church Council	£500	Toward the upkeep and maintenance of the churchyard.
Newick Rootz	£165	To cover the cost of hiring Newick Sports Pavilion and AV equipment for monthly meetings.
Kent, Surrey, and Sussex Air Ambulance Trust	£300	Towards running costs (e.g. fuel for aircraft, protective footwear for crews or kit bag for transporting equipment)

NB - Councillors who had already declared an interest in any of the above applications did not vote for that particular grant award.

17. Committees’ and Councillors’ Reports

- 17.1 Approval of draft minutes of Environment & Recreation Committee meeting held 8th May 2018** – It was agreed that the draft minutes of the Environment & Recreation Committee meeting held on 8th May 2018 could be signed as a true record.
- 17.2 Newick Village Hall Management Committee (NVHMC)** – Cllr. Smerdon reported that the committee was still working on its plans for repair and maintenance of the Village Hall.
- 17.3 Newick Post Office** – Cllr. Smerdon reported that a meeting had taken place between parties interested in setting up a Community Post Office in Newick and that a visit had been arranged to a Community Shop and Post Office in Benenden, Kent. It was reported that further contact would be made with the Plunkett Foundation who had previously advised on a model for setting up a Community Post Office.
- 17.4 Newick Rootz** – The minutes of the meeting of Newick Rootz held 4th May 2018 had been circulated by email and were noted. Cllr. Wickens reported on the various wildlife surveys that had been carried out and a planned botanical survey that would be carried out jointly with the University of Sussex.

17.5 Newick Festival 2018 – Cllr Smerdon reported that a meeting of those organising the Food Fair and Festival had taken place on 22nd May 2018. She confirmed that plans were progressing well and asked for volunteers to assist with marshalling for both the Food Fair and Festival days. It was agreed that permission could be granted for an advertising banner to be erected on The Green two weeks in advance of the event. Cllr Smerdon reported that Mansell McTaggart had agreed to provide 10 further advertising sign boards at various locations around the village.

17.6 Sports Pavilion Management Committee AGM 1st May 2018– Cllr. White reported on the Sports Pavilion Management Committee AGM held on 1st May 2018 and copies of the minutes of this meeting had been circulated prior to the meeting. The new arrangements for organising the Will Page Run were noted.

17.7 Proposed Good Neighbour Scheme – This matter had already been dealt with under agenda item 8 (Clerk’s Report).

18. Consultations – There were no consultations for consideration at this meeting.

19. Request from Newick Cricket Club for permission to display sponsor’s logo on Cricket Nets – An email had been received from Newick Cricket Club asking for permission to display their sponsor’s logo on solid fabric panels at the end of the cricket nets. It was agreed that permission should not be granted as the Parish Council did not allow sponsorship signage to be on permanent display.

20. To consider raising the red ensign for Merchant Navy Day 3rd September 2018 – The Clerk reported that Newick branch of the British Legion had indicated that they would be willing to arrange for the raising of the red ensign to commemorate Merchant Navy Day on 3rd September 2018. It was agreed to give support to this event.

21. Request from owner of Newick Park to make presentation to Parish Council re proposal to divert footpath 3 (Barcombe) – A request had been received via County Councillor Jim Sheppard for Mr Reardon, the owner of Newick Park, to present his revised proposals for diverting footpath 3 (Barcombe) which runs across Newick Park land. Details of correspondence on this subject had been circulated prior to the meeting. It was agreed not to invite Mr Reardon to make a presentation to the Parish Council as the correct procedure would be for him to submit proposals for the revised diversion route to East Sussex County Council Rights of Way team who would then consult with all interested parties.

22. Newsletter – It was noted that the next edition of the Parish Council newsletter would be due for delivery in early July. The following items would be included:- CIL projects, report on Newick Festival, article about antisocial behaviour and the raising of the red ensign.

23. Items for next agenda – Items requested to be on the next agenda include:- report from CIL Working Group, Update from Sports Pavilion Development Committee, Review of rules for playing fields and charges for use of playing field 2018/19, Report on Newick Festival and Food Fair and update on plans for Community Post Office.

The meeting closed at 9.15 p.m.

Signed:.....
Chairman

Date:.....