

Newick Parish Council

Minutes of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 28th August 2018 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick.

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

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

An audio recording was made of the meeting

- 1. Apologies for Absence:-** Apologies had been received from Cllr. C. Armitage.
- 2. 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:** - No disclosures were made.
- 3. Exclusion of the press and public** – It was agreed to exclude members of the press and public from the meeting during consideration of part of the Clerk's Report (agenda item 8). (Public Bodies Admission to Meetings Act 1960 S1(2) – confidential employment matter).
- 4. Questions or statements by Members of the Public**
Three members of the public spoke in connection with agenda item 7.7 Consideration of draft representations to be sent to Secretary of State re Mitchelswood Farm Planning Appeal.

Mr Cumberlege stated that he was grateful for the Parish Council's support throughout recent court proceedings. He commented that Newick's Neighbourhood Plan had been accepted by a majority of villagers and that developers should abide by the plan. He asked the Parish Council to ensure that it adhered to the detail of the Neighbourhood Plan and honoured the agreed planning boundaries when considering all future applications. He referred to the recently amended National Planning Policy Framework (NPPF) which stated that development should be plan led and commented that this approach would bring certainty and consistency for residents and developers.

Mr Turk stated that he would like to be aware of the contents of the Parish Council's draft letter to the Secretary of State, in particular the detail of the current three and five year housing land supply situation, as he would like to be able to support the Parish Council's position in his own submission.

Mr Lucas highlighted that Newick's Neighbourhood Plan had been decided by the village as a whole and not just the Parish Council. He pointed out that the draft letter referred to had been circulated as a confidential document and that it should remain so until the final document was submitted to the Secretary of State.

In order to assist the members of the public who were present, it was agreed to bring agenda items 7.6 and 7.7 forward for discussion.

7.7 Consideration of draft representations (if any) to be sent to the Secretary of State re Mitchelswood Farm planning appeal - A draft copy of representations to be made to the Secretary of State regarding the Mitchelswood Farm planning appeal had been circulated prior to the meeting. It was agreed that the document should remain in draft form until after the Planning Committee meeting to be held on 11th September 2018 to enable further amendments to be made if required. It was agreed to delegate responsibility for approving the final draft to the Planning Committee. Once approved, copies should be sent to the Secretary of State, Lewes District Council, Baroness & Mr Cumberlege, Mr Turk, and District Councillor Jim Sheppard.

7.6 Report following meeting with Lewes DC Director of Planning and Regeneration – It was reported that Councillors Armitage, Smerdon and Thew, accompanied by Mr Lucas, had attended a meeting with the Lewes District Council (LDC) Director of Planning and Regeneration and other planning policy staff on 17th August 2018. During the meeting it had been recommended that Newick's Neighbourhood Plan should be reviewed and that LDC would provide support. Funding would be available for the review and the existing Neighbourhood Plan would remain in force whilst the review was ongoing. Other matters discussed included the timetable for finalising the LDC Local Plan part 2 and Newick's status as a Rural Service Centre.

It was agreed that Newick should embark on a review of its Neighbourhood Plan and that the Neighbourhood Plan Committee should consider how this could be achieved. It was agreed to invite the LDC Neighbourhood Planning Officer to attend a meeting to explain the review process to all members of the Council.

5. **Report from Lewes District and East Sussex County Councillor** – Cllr. Jim Sheppard had advised that he had nothing to report this month.
6. **Approval of draft minutes of Parish Council meeting held 31st July 2018** – It was agreed that the draft minutes of the Parish Council held 31st July 2018 could be signed as a true record.

7. **Planning:**

- 7.1 **Approval of draft minutes of Planning Committee meeting held 14th August 2018** – It was agreed that the draft minutes of the Planning Committee meeting held 14th August 2018 could be signed as a true record.

Three members of the public left the meeting at 7.31 p.m.

7.2 **Consideration of Planning Applications**

<p>Newick LW/18/0611 Case Officer Mr Matt Kitchener</p>	<p>38 Western Road, Newick BN8 4LF Erection of extension to existing care home comprising of accommodation for 14 residents, relocated kitchen, dining room and quiet room, current kitchen site will provide 2 extra bedrooms, improved toilet facilities and a lift, new enclosed terraced areas. It was agreed to support this planning application in accordance with Newick’s Neighbourhood Plan Policy LE1 which states that ‘small scale expansion of existing retail and other business premises in the Parish will be supported, subject to it respecting the established sense of place and local character of the existing buildings in the area of development and the surrounding countryside.’ The Parish Council asked that, if approved, the site should be closely monitored during the development process in order to ensure that disturbance to nearby residents from heavy vehicles entering and leaving the site should be kept to a minimum.</p>
<p>Newick LW/18/0656 Case Officer: Mr Russell Piffold</p>	<p>27 The Rough Newick Planning Application - Conversion of existing garage to form a new kitchen and enlarged parking area to the front of the house for Mr & Mrs Baker. It was agreed to make no comment on this planning application.</p>

- 7.3 **Approvals/Refusals etc.** There had been no approvals or refusals.
- 7.4 **Tree works applications** – Cllr. Clothier reported that he had received notice of two tree works applications (TW/18/0058/TPO – 33 Church Road and TW/18/0059/TPO – 30 High Street) and that he would be submitting his comments within the next few days.
- 7.5 **Approval of draft minutes of Neighbourhood Plan Committee meeting held 7th August 2018** – It was agreed that the draft minutes of the Neighbourhood Plan Committee meeting held 7th August 2018 could be signed as a true record.
- 7.6 **Report following meeting with Lewes DC Director of Planning & Regeneration** – this agenda item had been brought forward and dealt with earlier in the meeting.
- 7.7 **Consideration of draft representations (if any) to be sent to the Secretary of State re Mitchelswood Farm planning appeal** – this agenda item had been brought forward and dealt with earlier in the meeting.
- 7.8 **PC land between Vernons Road and The Rough** – It was agreed to approve the draft Terms of Reference for the Land Disposal Working Group. It was reported that the Working Group had met and that work had started on the preparations for disposal of the land.

One member of the public left the meeting at 7.45 p.m.

8. Clerk's Report – The Clerk's report had been circulated prior to the meeting and was noted. One of the items contained was a confidential employment matter and this was deferred for consideration later in the meeting. A list of correspondence received since the last meeting had been circulated prior to the meeting and was also noted. The Clerk advised that Newick Cricket Club had belatedly requested permission to erect a marquee and hold a barbecue at King George V Playing Field on Friday 7th September 2018 for its Awards Ceremony. It was agreed that permission could be given subject to the appropriate insurance and risk assessment being in place. The Clerk was asked to remind the Cricket Club that more notice should be given for any future requests. **Action Clerk**

9. Report by Clerk on any action taken under Delegated Powers in consultation with Chairman and/or Vice-Chairman – It was reported that permission had been given for a sponsor's banner to be displayed at King George V Playing Field on the day of the Will Page Run (26th August 2018).

10. Financial Matters:

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

Payments Schedule August 2018

Payee	Item	Invoice Amount	Cheque Number
SE Berry, HMRC & East Sussex Pension Fund	Clerk's Salary, Tax & NI contributions and Pension Contributions	£1644.68	Electronic pmts
Barcombe Landscapes Ltd	Mowing & grounds maintenance	£2095.20	Electronic pmt
Barcombe Landscapes Ltd	Mowing highway verges	£1008.00	Electronic pmt
D. Sankey Ltd.	Routine mole treatment	£100.80	Electronic pmt
Lewes District Council	Monthly play area inspection	£18.00	Electronic pmt
Roger Malvern	Website administration May-Oct 18	£120.00	Electronic pmt
Peter Thurman Consultancy	Inspection Oak Tree 974	£144.00	Electronic pmt
Surrey Hills Solicitors	Legal advice – land disposal	£165.60	Electronic pmts
1 st Newick Scouts	Festival – loan of marquees	£100.00	Electronic pmt
Ms A Harrison	Food Fair – Facebook advertising	£22.25	Electronic pmt
Mrs SE Berry	Replacement flag	£7.99	Electronic pmt
Mr PR Antrobus	Village maintenance – August	£257.25	Electronic pmt
Total		£5683.77	

10.2 To note statement of performance against budget as at end July 2018 – The statement of performance against budget as at the end of July 2018 had been circulated prior to the meeting and was noted.

10.3 Approval of draft minutes of Finance & General Purposes Committee (F&GP) meeting held 14th August 2018 – It was agreed that the draft minutes of the F&GP Committee meeting held 14th August could be signed as a true record of that meeting.

10.4 Consideration of recommendations made by F&GP – Having considered the recommendations made by F&GP, it was agreed that the following updated policy & procedure documents should be approved:-

- Tree Policy
- IT Back-up Procedure
- Internal Controls (subject to one further amendment to remove reference to Access database)
- Complaints Procedure

- Protocol on recording and filming of Council and Committee meetings
- Process Manual

It was agreed that the Financial Policy dating from 2011 should be deleted as it was no longer required.

It was reported that the Clerk was in the process of obtaining insurance quotations as the Parish Council's long term policy would expire on 1st October 2018.

10.5 Consideration of grant application – It had been anticipated that there would be a grant application from St. Mary's Church, however, this had not been received.

10.6 Final accounts from Newick Food Fair and Newick Festival – Copies of the accounts from Newick Food Fair and Newick Festival had been circulated prior to the meeting and were noted. It was noted that the surplus from Newick Food Fair 2018 was £837 and that the total surplus from Food Fairs held in 2016, 2017 and 2018 amounted to £1414. It was agreed that these funds should be transferred to an earmarked reserve and spent on a community project. It was noted that the cost to the Parish Council of putting on Newick Festival 2018 was £442 which was within the agreed budget for this event. The Clerk was thanked for her background support work for these events.

11. Committees' and Councillors' Reports

11.1 Community Infrastructure Levy (CIL) Working Group – It was noted that an informal meeting with members of Newick Village Hall Management Committee had taken place to discuss their potential bid for CIL funding.

11.2 Newick Village Hall Management Committee (NVHMC) – It was reported that the NVHMC treasurer had met with LDC Officers dealing with CIL applications for advice on making a bid for CIL funding from the District Council. It was noted that the committee was in the process of obtaining quotations for internal improvements and that the work was planned to be carried out in several phases.

11.3 Newick Post Office – Cllr. Sheppard reported that the owner of SVS Stores was not interested in taking on the Post Office. Cllr. Sheppard had been in touch with Post Office Ltd to try to find out about the possibility of an outreach PO service, however, she was still waiting for a response from the relevant person.

11.4 Newick Rootz – The minutes of the meeting of Newick Rootz held 8th August 2018 had been circulated by email prior to the meeting and were noted. It was noted that the October work day would involve clearance work which would provide material for Newick Bonfire.

11.5 Newick Sports Pavilion Management Committee (NSPMC) – The minutes of the meeting of Newick Sports Pavilion Management Committee held 7th August 2018 had been circulated prior to the meeting and were noted. Cllr. White reported that a meeting of the Sports Pavilion Development Committee had been arranged for 10th September 2018. He thanked those members of the Parish Council who had acted as marshals for the Will Page Run and mentioned that some members of NSPMC had queried aspects of the grounds maintenance contract with Barcombe Landscapes. It was agreed that this matter would be discussed further at the forthcoming Environment & Recreation Committee meeting. **Action E&R Committee**

11.6 Strengthening Local Relationships – The minutes of the Strengthening Local Relationships (SLR) meeting with East Sussex Highways held 15th August 2018 had been circulated prior to the meeting and were noted. It was agreed that the Environment & Recreation Committee would give further consideration to which highway projects should be prioritised and progressed. **Action E&R Committee**

12. Consultations – There were no consultations to be considered.

13. Request for permission for John Lawson Circus to use The Green 28th April to 2nd May 2019

It was agreed that permission should be granted for John Lawson Circus to use The Green between 28th April and 2nd May 2019 subject to the usual conditions.

14. Suggested items for discussion at Lewes Town & Parish Conference 11/10/18 – It was noted that the Chairman and Vice Chairman would be attending the Lewes Town & Parish Conference on 11th October. There were no suggested items for discussion.

15. Questions for the Chief Constable – There were no suggestions for questions to be raised at the meeting between Sussex Association of Local Councils and the Chief Constable of Sussex Police to be held in November 2018.

16. Flags on The Green – It was proposed that the Parish Council logo flag which flies from the John Goodwin memorial flag pole on the Green and the Union Flag should be permanently swapped. The Clerk was asked to contact John Goodwin’s family to find out their views on this proposal. **Action Clerk**

17. Articles for Autumn newsletter – It was agreed that the following articles should be included in the Autumn newsletter which was due for distribution at the end of September:-

- Arrangements for Beacon of Light to be lit on Remembrance Day
- Update on local planning issues, including the Mitchelswood appeal – Neighbourhood Plan Committee to draft
- Success of Newick Food Fair and date for next year’s event
- Post Office update if available – Cllr. Sheppard
- Reminder of May 2019 elections - Clerk

18. Items for next agenda – CCTV coverage, and corporate email addresses for members of the Council

In accordance with the resolution made under agenda item 3 above the following item was discussed in confidence, no members of the press or public were present at this time.

Clerk’s Report – The Clerk updated the Parish Council on Police involvement with the incident that had occurred in the Children’s Play Area on 26th June 2018. It was noted that a letter had been received from one of the people involved and that this had been acknowledged. It was agreed that the Clerk should try to obtain further information from the former village handy person and that the handy person schedule of work should be reviewed. **Action Clerk**

The meeting closed at 9.00 p.m.

Signed:.....
Chairman

Date:.....