

## Newick Parish Council

**Minutes** of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 25<sup>th</sup> September 2018 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick.

**Present:** Councillors C. Armitage, M. Halsey, B. Horsfall (Vice Chairman), I. Nesbitt, J. Sheppard, M. Thew, J. White, C. Wickens and K. Wrench.

**In Attendance:** Mrs S. Berry (Clerk)

An audio recording was made of the meeting

*In the absence of the Chairman, the meeting was led by the Vice Chairman of the Parish Council*

- 1. Apologies for Absence:-** Apologies had been received from Cllrs. G. Clothier and J. Smerdon (Chairman)
- 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:** - Cllrs Horsfall and White disclosed a personal interest in agenda item 15 as friends of one of the agents who had advised on the potential sale of Parish Council land.
- 3. Exclusion of the press and public** – It was agreed to exclude members of the press and public from the meeting during consideration of agenda item 15, Vernons Road/The Rough. (Public Bodies Admission to Meetings Act 1960 S1(2) – commercial in confidence).
- 4. Questions or statements by Members of the Public**  
There were no members of the public present at the meeting.
- 5. Report from Lewes District and East Sussex County Councillor** – There was no report from District and County Councillor Jim Sheppard.
- 6. Approval of draft minutes of Parish Council meeting held 28<sup>th</sup> August 2018** – It was agreed that the draft minutes of the Parish Council held 28<sup>th</sup> August 2018 could be signed as a true record, subject to a minor amendment in the wording of item 16, page 380 (Flags on The Green).

### 7. Planning:

**7.1 Approval of draft minutes of Planning Committee meeting held 11<sup>th</sup> September 2018** – It was agreed that the draft minutes of the Planning Committee meeting held 11<sup>th</sup> September 2018 could be signed as a true record.

### 7.2 Consideration of Planning Applications

**Newick**  
LW/18/0655

**Case Officer:**  
Mr Christopher Wright

#### **Toad Hall Lane End Common North Chailey**

Planning Application - Raise the level of low and flooded grazing field by 500mm in the deepest area with imported inert soil for Mr & Mrs Richardson. It was agreed to make **no comment** on this planning application.

**Newick**  
LW/18/0709

**Case Officer**  
Mr Robin Hirschfeld

#### **31 West Point, Newick**

Proposed extension to existing porch.

It was agreed to make **no comment** on this planning application.

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

**LW/18/0526 34 High Hurst Close** – Planning application for proposed front extension creating attached garage.

**LW/18/0555 Noreg, Blind Lane** – Planning application for proposed conversion of garage roof space to form annexe accommodation to include new dormer window.

**LW/18/0611 38 Western Road** – Outline application for 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 terrace areas.

**7.4 Tree works applications** – There had been no tree works applications.

**7.5 Approval of draft minutes of Neighbourhood Plan Committee meeting held 4<sup>th</sup> September 2018** – It was agreed that the draft minutes of the Neighbourhood Plan Committee meeting held 4<sup>th</sup> September 2018 could be signed as a true record.

**7.6 Mitchelswood Farm planning appeal** – It was reported that some of the representations made to the Secretary of State had been circulated, however, it was known that letters sent by a number of others had not been circulated. It was also reported that the representation made by DLA Delivery had been submitted two days late and that, despite a statement in the email from Planning Casework Unit dated 7<sup>th</sup> August 2018 that no extension to the time limit would be allowed, it appeared that the submission was to be accepted by the Secretary of State. It was agreed that a strong letter of objection should be sent to the Secretary of State with a copy to Maria Caulfield MP. It was agreed to delegate the task of drafting this letter to members of the Neighbourhood Plan Committee. **Action Neighbourhood Plan Committee**

It was agreed that members of the Neighbourhood Plan Committee would study the representations from other parties and prepare draft comments which would be considered at an extraordinary meeting of the Parish Council on 23<sup>rd</sup> October 2018. **Action Neighbourhood Plan Committee**

**7.7 Neighbourhood Plan Briefing meeting** – It was agreed that the date for the Neighbourhood Plan Briefing meeting to be led by the Lewes District Council Neighbourhood Plan Officer, Thea Davis, would be held on 23<sup>rd</sup> October 2018 commencing at 7.00 p.m.

**8. Clerk's Report** – The Clerk's report had been circulated prior to the meeting and was noted. A list of correspondence received since the last meeting had been circulated prior to the meeting and was also noted with the addition of a copy letter received from Cllr. Jim Sheppard which had been omitted from the list in error.

**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 Headway to place an estate agent style sign at the Community Centre car park advertising a forthcoming event.

**10. Financial Matters:**

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

**Payments Schedule September 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
Lewes District Council	Dog bin emptying	£187.20	Electronic pmt
Lewes District Council	Litter bin emptying	£135.72	Electronic pmt
Lewes District Council	Monthly play area inspection	£18.00	Electronic pmt
SSALC Ltd	Legal & Finance Day	£120.00	Electronic pmt
Upper Bridge Enterprises	Website & emails	£506.40	Electronic pmt
D. Sankey Ltd	Routine mole treatment	£100.80	Electronic pmts
PKF Littlejohn LLP	Limited Assurance Review 17/18	£360.00	Electronic pmt
NACCA	Room at Community Centre Aug/Oct	£300.00	Electronic pmt

Mr PR Antrobus	Village maintenance & materials	£449.72	Electronic pmt
Castle Water	Pavilion Water Supply	£363.03	Electronic pmt
Zurich Town & Parish	Annual Insurance premium (see 10.6 below)	£1385.39	Electronic pmt
<b>Total</b>		<b>£5570.94</b>	

**10.2 To note statement of performance against budget as at end August 2018** – The statement of performance against budget as at the end of August 2018 and a statement of reserves had been circulated prior to the meeting and were noted.

**10.3 Receipt of precept** – It was noted that the second instalment of the precept and grant had been received from Lewes District Council.

**10.4 Completion of Limited Assurance Review** – It was noted that the signed and completed Annual Governance and Accountability Return (AGAR) for 2017/18 had been received from the external auditors. The Clerk confirmed that the Notice of Conclusion of Audit and copy of signed AGAR had been displayed on the notice board and on the parish website as required.

**10.5 Approval of updated Data Protection Policy** – It was agreed that the draft updated Data Protection Policy should be approved.

**10.6 Renewal of Parish Council Insurance Policy** – It was noted that three quotations had been received from Came & Company (insurance brokers) and one further quotation from Zurich Insurance. The Clerk had prepared a comparison of the costs and cover offered by the policy recommended by Came & Company and the Zurich policy. It was agreed that the Zurich policy was adequate for the Parish Council's needs and that, in view of the fact that it was considerably cheaper than the policies offered by Came & Company, the Parish Council should accept the Zurich proposal for a three year long term agreement. The Clerk was authorised to make the necessary arrangements and to pay the premium of £1385.39.

**10.7 Corporate email addresses for members of the Parish Council** – It was noted that members of the Parish Council continued to use personal email addresses for their Parish Council business. The Clerk advised that this was not best practice and proposed that the Council should be working towards providing corporate email addresses for all members. It was agreed that the Finance & General Purposes Committee would look further into the options for and costs of providing such email addresses for all members. **Action Finance & General Purposes Committee**

## 11. Committees' and Councillors' Reports

**11.1 Approval of draft minutes of Environment & Recreation Committee (E&R) meeting held 11<sup>th</sup> September 2018** – It was agreed that the minutes of the Environment & Recreation Committee meeting held 11<sup>th</sup> September 2018 could be signed as a true record.

**11.2 Consideration of recommendations made by E&R and quotations received** –

Wooden posts on The Green – It was agreed to consult with local residents at the Annual Parish Meeting to be held in April 2019 as to whether the wooden posts on The Green should be removed altogether or replaced with posts of a uniform size. In the meantime, it was agreed that any badly damaged posts should be removed and the ground made good.

An amended version of the village survey form was circulated at the meeting and it was agreed that all members of the Council would take part in the survey during November with the results being analysed by E&R at its meeting in December. Cllr White agreed to send out the survey form to all members with a reminder at the beginning of November. **Action Cllr. White**

It was agreed to accept the quotation received for repair work to the play area wet pour surface and the skate ramp. The Clerk was asked to check on what paint would be required for repainting the toddler swings and roundabout prior to accepting the quotation for repainting. **Action Clerk**

It was agreed that the village handy person's hours should be increased by two hours each week with immediate effect.

It was agreed that the redundant telephone kiosk in the High Street should not be adopted by the Parish Council because of the restrictions on how it could be used and the cost of future maintenance. It was understood from information received from BT that the kiosk would be removed in due course.

**11.3 Community Infrastructure Levy (CIL) Working Group** – There was no report from the CIL Working Group, however, it was noted that the Lewes District Council CIL Bidding window was open until 22<sup>nd</sup> October 2018.

**11.4 Newick Village Hall Management Committee (NVHMC)** – A report had been received from Cllr. Smerdon that NVHMC was working on its bid for CIL funding from Lewes District Council.

**11.5 Newick Post Office** – Cllr. Sheppard reported that the Post Office Field Change Officer had advised that there may be a business in Newick interested in taking on the Post Office but that, if this did not come to fruition, the possibility of an outreach service would be progressed.

**11.6 Newick Rootz** – The minutes of the meeting of Newick Rootz held 6<sup>th</sup> September 2018 had been circulated by email prior to the meeting and were noted.

**11.7 Newick Sports Pavilion Development Committee** – It was reported that Cllrs. Smerdon, White and Wrench had attended a meeting of the Sports Pavilion Development Committee held on 10<sup>th</sup> September 2018. The meeting had been well attended by representatives of the various sports clubs and there was a good deal of enthusiasm for proceeding with the project. There had been various proposals about the structure for the management body and further research was taking place.

**11.8 CCTV Coverage** – Concern was expressed that one of the external CCTV cameras had been out of action for some time owing to a breakage in the underground power cable. It was agreed that Cllr. White and the Clerk would look into this matter further and obtain quotations for restoring the power supply.  
**Action Clerk & Cllr White**

**11.9 Lewes District Association of Local Councils (LDALC)** – Cllr Sheppard reported that she and Cllr Smerdon had attended the LDALC meeting held on 10<sup>th</sup> September 2018 but that the speaker had not been able to attend, therefore, there was nothing to report.

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

**13. Request from Rag Solutions for permission to place clothes bank on PC land** – It was agreed that Rag Solutions should not be given permission to place a clothes recycling bank on Parish Council land as previous experience of such facilities had not been good.

**14. Request from Rev'd Mundy for temporary permission to erect black silhouette near to memorial on The Green for Remembrance Sunday** – It was agreed that permission should be granted for a black silhouette of a WW1 soldier to be erected near to the memorial on The Green prior to Remembrance Sunday.

*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.*

**15. Vernons Road/The Rough** – A summary of advice received from various agents had been prepared and was circulated at the meeting. No decision was reached and the Clerk was asked to make further enquiries and report back to the next meeting. **Action Clerk**

**16. Items for the next agenda** – It was agreed that the following items would appear on the agenda of the next meeting:-

- Update on the Post Office
- Vernons Road/The Rough
- Any items to be included in draft budget for 2019/20

The meeting closed at 9.09 p.m.

Signed:.....  
Chairman

Date:.....

The Clerk: Mrs SE Berry, 18 Newlands Park Way, Newick, BN8 4PG  
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