

Newick Parish Council

Minutes of the Annual Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 7th May 2019 at Newick Community Centre, The Green, Newick.

Present: Elected Councillors C. Armitage, B. Deacon, M. Thew, C. Wickens
Prospective Councillors B. Hodge and K. Tibbs
Retiring Chairman Cllr. J. Smerdon

In Attendance: Mrs S. Berry (Clerk - retiring)
Mrs E Reece (Clerk- newly appointed)
One member of the public

The former Chairman, Cllr Smerdon, presided over the meeting until a new Chairman had been elected.

1. **Election of Chairman** – Cllr Chris Armitage was nominated for the position of Chairman of the Council (proposed Cllr Wickens and seconded Cllr. Thew). There were no further nominations and Cllr Armitage was duly elected as Chairman.

Cllr. Armitage offered thanks to Cllr. Smerdon for all her hard work as Chairman of the Council.

Cllr. Smerdon left the meeting at 7.04 p.m.

2. **Election of Vice Chairman** – Cllr. Brian Deacon was nominated for the position of Vice Chairman (Proposed by Cllr. Wickens) of the Council and was duly elected as Vice Chairman.
3. **Co-option of up to seven applicants to fill Parish Council vacancies and delivery of acceptance of office forms** – Mr Brian Hodge and Mrs Kim Tibbs had offered themselves for co-option as members of the Parish Council and it was unanimously agreed that both should be co-opted. All members of the Council signed declarations of Acceptance of Office in the presence of the Clerk.
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:** - Cllrs Armitage, Thew and Wickens delivered their Register of Members' Interest forms. Other members were reminded that these forms should be completed and returned to the Clerk within 28 days.
5. **Questions or statements by Members of the Public**
There were no questions or statements by members of the public
6. **Approval of draft minutes of Parish Council meeting held 30th April 2019** – It was agreed that the draft minutes of the Parish Council meeting held 30th April 2019 could be signed as a true record.
7. **Clerk's Report** – The Clerk's report was circulated at the meeting. Matters reported included the following:-
 - Sale of land between Vernons Road and The Rough had been completed
 - Purchase of new IT equipment (it was noted that the printer previously identified would not be suitable and that a different model would be purchased at a greater cost, however, this would remain within budget).
 - Update on water leak at King George V Playing Field
 - Recruitment of new Village Handy Person on a trial basis
 - Report on advertising of councillor vacancies
 - It was noted that the Council was ineligible to adopt the General Power of Competence as there had not been sufficient councillors elected to qualify.
8. **Appointment of Committees, Working Groups, Representatives to External Organisations, and responsibility for dealing with consultations** – In view of the low number of councillors it was agreed that some committees would be combined. Appointments were made as follows:-

Planning Committee to be combined with Neighbourhood Plan Committee and CIL Working Group	Cllr. Armitage, Cllr. Deacon, Cllr. Hodge, Cllr. Thew and Cllr. Wickens Meetings to be held on the second Tuesday of every month
Environment and Recreation Committee to be combined with Skate Park Working Group	Cllr. Deacon, Cllr. Thew and Cllr. Wickens Meetings to be held quarterly with effect from July 2019
Finance & General Purpose Committee	Finance issues to be dealt with by full Council until more members can be co-opted.
Allotments	Cllr. Thew to act as liaison between Parish Council and Newick Allotment Society
Emergency Plan Coordinators	Cllrs. Thew and Tibbs
Tree Warden	Cllr. Wickens
Public Footpaths	Cllr. Armitage
Neighbourhood Watch	Mrs Sheppard to be invited to continue to send reports
Sports Pavilion Management Committee	To be rotated between members of the Environment & Recreation Committee
CCTV Management Group	Cllrs. Armitage and Hodge
Newick Village Hall Management Committee	To be rotated between members of the Parish Council during this period of low councillor numbers
Lewes District Association of Local Councils	Cllr. Armitage
East Sussex Association of Local Councils	Cllr Armitage
Trustees of the Lady Vernon Trust	Cllr Armitage is already a trustee of the Lady Vernon Trust

- 9. Review of Terms of Reference for Committees and Working Groups** – It was agreed that in view of the changes made, the various Terms of Reference would be reviewed by the respective committees and approved by the Council at a later date.
- 10. Appointment of Internal Auditor** – It was agreed that Mr Peter Frost should be appointed to continue in his role as Internal Auditor.
- 11. Approval of the dates and times of meetings for 2019/20** – It was agreed that the draft schedule of meetings which had been distributed prior to the meeting would be amended to take account of the new committee structure. Meetings of the full Council would be held on the last Tuesday of each month, meetings of the Planning Committee would be held on the second Tuesday of each month and meetings of the Environment and Recreation Committee would be held quarterly with effect from July 2019. The Clerk agreed to redraft the meeting schedule. **Action Clerk**
- 12. Review and adoption of Standing Orders and Financial Regulations** – Draft copies of the updated Standing Orders and Financial Regulations had been circulated prior to the meeting. It was agreed that these documents should be approved.
- 13. Review of Press and Media Policy** – It was agreed that the Press and Media Policy should be approved with no amendments.

14. Review of agency arrangements – The Clerk outlined the existing agency arrangements with East Sussex Highways for the cutting of highway verges within the village. It was agreed that these arrangements should be further reviewed later in the year when the new grounds maintenance contract was due for renewal.

15. Financial Matters:

15.1 Approval of outstanding payments – There were no outstanding payments to be approved.

15.2 To agree new signatories to the Parish Council bank accounts – It was agreed that bank signatories should be as follows:-

Unity Trust Bank Account – Clerks Sue Berry and Emma Reece to have authority to view and submit payments, and Cllrs Armitage, Deacon, Thew and Tibbs to have authority to view and authorise payments.

Barclays Bank – Clerk Emma Reece and Cllrs Armitage and Deacon

Cambridge and Counties Bank – Clerk Emma Reece and Cllrs Armitage and Deacon.

15.3 Review of Council/Staff subscriptions to other bodies – A schedule detailing current subscriptions to other bodies was circulated prior to the meeting. It was agreed to continue these subscriptions for the current year.

16. Items for the next agenda – It was requested that the following items should be included in the agenda for the next meeting:-

- Parish Council involvement with Social Media (Cllr. Wickens)
- Proposal to arrange a public meeting to engage residents in the work of the Parish Council (Cllr Thew)
- Agreement of the priorities for this Council
- The Lewes District Local Plan
- Update on the Mitchelswood Farm appeal if available

The meeting closed at 8.54 p.m.

Signed:.....Chairman

Date:.....