

Newick Parish Council

Minutes of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 28th May 2019 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick

Present: Elected Councillors C. Armitage, B. Deacon, M. Thew, C. Wickens, B. Hodge and K. Tibbs
Prospective Councillors A. Thomas and P. Tibbs

In Attendance: Mrs S. Berry (Clerk - retiring)
Mrs E Reece (Clerk- newly appointed)
One member of the public
Cllr. Roy Burman (Newly elected District Councillor)

The Chairman welcomed Cllr Roy Burman. It was also agreed to bring forward agenda item 17

- 1. Apologies for Absence – None**
- 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:** - Cllr Wickens declared an interest in Item 15 - request for provision of disabled parking at King V Playing Field. Cllr Hodge delivered his Register of Members' Interest forms. Other members were reminded that these forms should be completed and returned to the Clerk within 28 days of taking office.

- 3. Questions or Statements by Members of the Public – None**

Agenda Item 17 was brought forward

- 17. Co-option of up to five new councillors –** Mr Alf Thomas and Mr Phil Tibbs had offered themselves for co-option as members of the Parish Council. Both prospective Councillors were invited to speak. The Council agreed a signed ballot which was completed, and the votes were counted. Mr Tibbs received 5 votes for and 1 against and was therefore Co-opted onto the council signing a declaration of Acceptance of Office in the presence of the Clerk. Mr Thomas received 3 votes for and 3 against. The Chairman exercised his casting vote and voted against; therefore Mr Thomas was not co-opted.

Mr Thomas left the meeting at 7.10pm

- 4. Introduction and report from Lewes District Councillor Roy Burman -** Cllr Burman stated that he had been elected as District councillor for Newick and was a point of contact to Lewes District Council. He stated he has been involved in local politics for several years including 6 years as a Parish Council Chair. He expects to attend most Newick Parish Council meetings and hopes when issues arise at District level, he will be able to report back. Cllr Burman stated he is currently attending training sessions. The Clerk clarified a point that Cllr Burman had made on social media regarding the dog waste bin on the land between The Rough/Vernons Close. The Clerk confirmed that the bin belonged to Lewes District council and Newick Parish Council agreed to have it on their land whilst they owned it and paid to have it emptied. Now the land has been sold and is privately owned the bin has had to be removed and whether another one goes in another place is yet to be decided.
- 5. Approval of draft minutes of the Parish Council meeting held 7th May 2019 –** It was agreed that the draft minutes of the Parish Council meeting held 7th May 2019 could be signed as a true record.

6. Planning:

6.1 Consideration of Planning Applications:-

Newick
LW/19/0326

39 High Hurst Close
Proposed ground and first floor extension. It was agreed to make **no comment** on this planning application

Newick
LW/19/0354

85 Western Road

Demolition of existing bungalow and garage and construction of pair of semi-detached two storey dwellings. The documents for this planning application were not available to view on the website therefore it was agreed to defer consideration of this item until the Planning Committee meeting to be held 11th June 2019.

6.2 Approvals/Refusals etc. – It was noted that the following applications had been **declined** by Lewes District Council;

Newick
LW/19/0129

104 Allington Road

Retention of existing dwelling and erection of 5 dwellings; creation of two new vehicle accesses and landscaping.

It was noted that the following applications had been **approved** by Lewes District Council;

Newick
LW/19/0126

104 Allington Road

Construction of a new detached double garage

Newick
LW/19/0140

Hazel Wood Jackies Lane

Continued change of use to campsite, with yurts (pre-erected) or tents up to a maximum of nine pitches until October 31st 2021

Newick
LW/19/0155

8 High Hurst Close

First Floor Balcony

Newick
LW/19/0197

Mackerells Newick Park Road

Demolition of existing double length garage and erection of quadruple garage with workshop and gym/hobby room on the first floor

Newick
LW/19/0240

5 Allington Crescent

Proposed single-storey extension, removal of existing chimney and replace existing window opening in existing porch with door opening

Cllr. Armitage noted that an application outside the planning boundary in Lower Station Road had been declined by Lewes District Council (LW/19/0087 Erection of one no. 3 bedroom dwelling and garage with associated landscaping Marchants Lower Station Road Newick East Sussex BN8 4HT)

6.3 Tree Works Applications – It was noted that the following tree works applications have been **approved** by Lewes District Council: -

Newick
TW/19/0024/TCA

77 Church Road

Holly Tree (T1). Fell Request.

Newick
TW/19/0035/TCA

36 High Street

Proposed removal of eucalyptus tree in a conservation area due to excess shading

6.4 Update on Mitchelswood Farm appeal if available. The council had been invited by the Planning Casework Unit to give further views on the Mitchelswood case. Cllr. Wickens had prepared a response letter which the council agreed they were satisfied with and this was to be sent to The Ministry of Housing, Communities and Local Government. **Action Clerk**

6.5 Update on Lewes District Local Plan if available – Cllr. Wickens reported from website that the deadline had been extended and there was nothing to report.

7. Clerk's Report – The Clerk's report was circulated at the meeting. Matters reported included the following: -

- Members of the general public who have stated an interest in becoming Parish Councillors
- Update on water leak at King George V playing field
- CCTV repair and annual service for The Sports Pavilion and playing field
- Clerk and Councillor Training
- Annual Parish Meeting draft minutes now on Newick.net website

- New contact number for Clerk 07521 511643
- Flags on the green have been delayed due to difficulty in establishing what ropes and toggles were usable and what needed to be ordered. This has been resolved and the contractor has the flags now to put up as soon as possible.
- Meeting dates for 2019/20
- Bank Signatories
- Community Centre Car Park Wall

Additional items reported by the Clerk included;

- Picnic bench on King George V Playing Field has been reported as having further damage, needs inspection. **Clerk to Action.**
- East Sussex Highways regarding grass cuttings. Need to add areas no longer being cut by them to Parish Council Contractor. **Clerk to Action.**
- Tree in community centre car park reported as dead. Quotes needed and as beside highway may require temporary road closure. **Clerk to Action**
- Speed data requested by Councillors last meeting has been received by Clerk. Some Councillors wanted this forwarded to them. **Clerk to Action.**
- Sign not working coming into village. Needs investigating. **Clerk to action.**

8. Report by Clerk on any action taken under Delegated Powers in consultation with Chairman and/or Vice-Chairman. There were no actions to report.

9. Financial Matters:

9.1 To authorise Schedule of Payments for May 2019 and arrangements for approving payments – It was agreed to approve the schedule of payments for May 2019. Cllrs. Thew and Armitage were appointed to authorise payments this month. The clerk reminded the council that the Public Works Board Loan instalment is due for repayment 01/06/19. On the payment Schedule for May 2019 the first three payments have already been made in deduction of net sale of land. Matmos has also been paid.

Date	Payee	Amount	Detail
03/05/2019	Surrey Hills Solicitor	42.00	Land Sale
03/05/2019	Surrey Hills Solicitor	180.00	Land Sale
03/05/2019	Clifford Dann	4536.00	Land Sale
13/05/2019	Matmos Computer Systems	652.78	Replacement laptop
29/05/2019	Salaries inc Pension fund and HMRC	3893.56	
29/05/2019	SSALC	168.00	New Councillor Training
29/05/2019	Lewes District Council	126.00	Annual play inspection
29/05/2019	D. Sankey Ltd	100.80	Mole Programme
29/05/2019	Peter Frost	105.30	Internal Auditor
29/05/2019	Village Handy person	294.00	
29/05/2019	Reimbursement of Clerk Expenses	347.91	
29/05/2019	Fields in Trust	65.00	Membership
29/05/2019	Elephant Print	348.00	Food Fair Signage
29/05/2019	Barcombe Landscapes Ltd	1447.20	Mowing and Grounds Maintenance
29/05/2019	Sports Pavilion VAT	411.49	Reimburse VAT to NSPMC
	Total Payments	12718.04	

9.2 To receive end of year accounts for 2018/19 – Clerk brought to the attention of the council that the balance sheet total assets has a discrepancy of £1 due to rounding, this is acceptable to internal auditor.

9.3 To receive report from Internal Auditor – received and noted.

9.4 To review the effectiveness of the system of internal audit – Council voted unanimously that they were happy with the effectiveness of the system of internal audit.

9.5 Contingent Liability – no contingent liability was reported.

- 9.6 To consider and approve the Annual Governance Statement 2018/19 (Section 1 Annual Return) –**
This was approved by the council.
- 9.7 To consider and approve Accounting Statements 2018/19 (Section 2 of Annual Return) – included comment about rounding.** This was agreed by the council.
- 9.8 To ensure that the Governance and Accounting Statements, once approved, have been signed and dated by the Chairman** - The statements were signed by Clerk and Chairman
- 9.9 To consider grant applications received (S. 137 LGA 1972) –** The following was agreed;
- Dance for Fun and Fitness awarded grant of £250. This was given under Section 137 of the local government act 1972 as the council no longer has general power of competence.
 - St Mary's Church Newick (Churchyard). It was unanimously agreed that no grant would be given this year. It was noted by the council that the accounts supplied with the grant application showed total funds of £129,891 and the income had increased from the previous year. It was agreed that a future specific project could be considered.
 - Recording Newick 2018 Newick – It was considered there wasn't enough information to agree the grant requested and questioned a number of things including the price of sale, a cost breakdown of sale costs, how many are to be produced, what would happen to any profit, how many people involved in making/contributing the works and are Newick Primary school children involved? It was agreed to invite Graham Collier to come to next parish meeting to answer any questions and reconsider the application. **Action - Clerk**
- 9.10 To review conditions of hire for playing fields and agree annual rents –** It was stated by the Clerk that the cost of rent versus cost of maintaining and mowing is 13% at present and that the rents have not increased for 7 years. It was agreed that the conditions and rent would stay the same this year, but this may change next year when the Sports Pavilion redevelopment may be clearer.
- 9.11 To consider report from Clerk on investment of capital sum –** It was agreed in principle to repay the outstanding debt on the Public Works Loan Board Loan. Early repayment figure to be presented for approval at next Parish Council Meeting - **Action Clerk**. It was agreed that The Public Sector Deposit Fund was a suitable place to hold the money and that that CCLA would be contacted to discuss next steps. **Action Clerk**. It was agreed that next meeting the council would consider what to do long term with the remaining capital sum and what budget allocation changes would be made if the Public Works Loan board was repaid.
- 9.12 To consider report from Clerk on proposed debit/credit card –** it was agreed that the parish clerk will investigate providers that will offer a debit card with a balance of £500 for petty cash purchases. Clerk will report back findings next meeting with what documents/signatures are required. **Clerk to Action**.
- 9.13 To consider quotations received –** The following was agreed;
- Fingerposts** – to have the post at junction of A272/Allington Road and the post at Cornwell's Bank/Tilehouse Lane replaced at a cost of £1011.40 and £978.20 respectively. Cllr Armitage reminded the council that East Sussex County Council will fund 50% of up to two fingerpost replacements per year. It was agreed that the post at Junction of Cornwells Bank/Church Road would be refurbished at a cost of £474.20
- Tree Survey** – it was agreed to use Nicolas Jones Consultants at a cost of £360 for the detailed ground level inspection of the Oak located at the Junction of Powell Road and Oldaker Road.

10. Committees' and Councillors' Reports:

- 10.1 Environment & Recreation Committee** – the continued viability of this committee was discussed and agreed to be added to next month's agenda
- 10.2 Newick Village Hall Management Committee (NVHMC)** – No report available
- 10.3 Newick Rootz** –Cllr Wickens reported that Newick Rootz planned an open day of work on 15th June.
- 10.4 Sports Pavilion Management Committee** – The minutes of AGM held 7th May 2019 was noted.
- 10.5 Food Fair 2019** – The Clerk advised the council that the temporary event notice was in place, the risk assessment is being dealt with, all stallholder rent has been received and the car park had been agreed to be in the field.
- 10.6 To consider proposals for community engagement** – Cllr. Thew led the discussion as how the council can improve communication with village, suggesting a coffee morning to meet new councillors to engage people and this event to be repeated every 6 months or so. The Council discussed viability of dates and it was agreed that the Clerk would look at annual leave dates to see when councillors available. If a Saturday isn't viable it was discussed holding the event on a Friday afternoon during the busy spring/summer period with a view to have a Saturday morning event in the Autumn. **Clerk to action**.
- 10.7 Feedback from new councillors on training undertaken** – Cllrs. Deacon and Hodge both reported back on their training which they felt was useful. Cllr K Tibbs is attending in June and Cllr P Tibbs will be booked on the same if available.

11. Request from Newick Cricket Club for permission to erect marquee on King George V Playing Field for events 30th June, 7th and 14th July 2019. Agreed on the condition that the marquee comes down immediately after each event. As this field is charitable field it was suggested that for next year the council may ask for contribution towards upkeep of the field. **Clerk to Action**

12. VE Day 75 8th May 2020 – The council considered their involvement in commemorating 75 year anniversary. The council decided they fully support it. The Clerk suggested the council have a clear coordinating role. To be added to the E&R agenda for July if meeting goes ahead.

13. To agree content and format for Parish Council newsletter –A draft version of a new format was considered and agreed to be used going forward. Cllr. Thew suggested distributing via local outlets, pubs etc and it was agreed an additional 100 copies would be ordered to do this. It was also agreed that the newsletter would be displayed in the Parish Council noticeboard. Cllr Armitage agreed to prepare an article regarding the recent land sale by 12th June 2019. Cllr. Deacon agreed to prepare an article for matters of interest to younger parishioners by 12th June 2019. The names of the new Parish Councillors will also be included along with the new District Councillor's with an introduction introducing the new council.

A member of the public left the meeting at 9.10pm

14. To consider future use of social media any required amendments to social media policy – It was agreed that the council wish to improve communication with their parishioners. It was agreed that the Clerk would approach Newick Talk Admin for feedback as to how Facebook could be used and Emma Reece and Cllr. Deacon will be undertaking training on 26th June 2019 - **Action Clerk.** Cllr. Armitage reminded councillors that all communication should come via the clerk and to email clerk if unsure on a matter or need clarification. It was agreed to publish a document on newick.net written by Cllr. Wickens giving an informal update. It was agreed the review of social media policy would need to be reviewed at next meeting.

15. To note request for provision of disabled parking at King George V Playing Field – It was agreed that the council supported the proposal to have a disabled parking space at the Playing Field. The costs and position will need to be investigated along with guidance as to what is required. **Action Clerk.**

16. To agree priorities for this Council – It was agreed that the priorities for the next council would be agreed following and based on, the feedback from the parishioner's face to face open morning/afternoon.

17. Co-option of up to five new councillors -

This item had been brought forward and dealt with earlier in the meeting.

18. Items for next agenda –

- To agree process for CIL applications at next Planning Committee
- Grant application reconsideration of Recording Newick 2018
- Capital repayment of Public Works Loan Board Loan
- Capital project planning
- Reviewing budget for loan repayments and repurposing money.
- E&R committee viability
- Cllr. Deacon Skate Park
- New website regulations regarding accessibility
- Lewes District Plan Update

The meeting closed at 9.35 p.m.

Signed:.....Chairman

Date:.....