

Newick Parish Council

Minutes of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 24th September 2019 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick

Present: Councillors C. Armitage, B. Deacon, B. Hodge, D. Marchant, V. Marchant, M. Thew, and C. Wickens. Prospective Councillors B Whitlock and T Whitlock.

In Attendance: Mrs E. Reece (Clerk)

An audio recording was made of the meeting

1. **Apologies for Absence** – Apologies had been received from Cllrs. K Tibbs and P Tibbs.
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** – None
3. **Questions or Statements by Members of the Public** – None
4. **Co-option of up to two new councillors** – This item was moved to later in the agenda.
5. **Report from Lewes District Councillor Roy Burman** – Cllr. Burman was not in attendance and reported to the Clerk earlier in the day that there were no significant updates. Cllr. Armitage, Thew and Wickens outlined to the Council the meeting that they held the morning of 24th September with Cllr. Burman.

B. Whitlock joined the meeting at 7.06pm

6. **Approval of draft minutes of Parish Council meeting held 27th August 2019** – It was agreed that the draft minutes of the Parish Council meeting held 27th August 2019 could be signed as a true record of that meeting.

T Whitlock joined the meeting at 7.12pm

7. Planning:

- 7.1 Approval of draft minutes of Planning Committee Meeting 10th September 2019 – These minutes were approved as a true record of that meeting.
- 7.2 Consideration of Planning Applications: - (none) – none to consider.
- 7.3 Approvals/Refusals etc. – Cllr. Wickens reported that an appeal letter had been received for 15 High Hurst Close. The Council agreed that the Planning Committee would respond, and it would be added to the Planning Meeting agenda. Planning committee agreed to look at application and the decline reasons before attending the Planning Committee.
- 7.4 Tree Works Applications – Cllr. Wickens reported that 2 applications have been received.

Amberley, 36 Church Road – it was agreed to make **no comment** on this application

LW/19/0658 6 Church Road – There was only a small amount of information available regarding the application for removal of single trunk it was agreed to **object** to this application.

- 7.5 Update on Mitchelswood Farm appeal if available – no update available.
- 7.6 Update on Lewes District Local Plan if available – no update available. Cllr Armitage reported from the CPRE meeting comments made by Dr John Kay. Cllrs Thew and Wickens agreed to contact Tondra at Lewes District Council.

It was agreed to discuss item 4 at this point.

4. **Co-option of up to two new councillors.** Mrs Bronja Whitlock and Mr Tom Whitlock offered themselves for co-option as a members of the Parish Council. The councillors voted unanimously in favour of co-opting both candidates and therefore Mr and Mrs Whitlock were co-opted onto the council signing a Declaration of Acceptance of Office each in the presence of the Clerk. It was agreed that the Clerk would organise training for the new Councillors - **Action Clerk**

- 8. Clerk's Report** – The clerks report and co-response report had previously been circulated and included;
- Joe White has ordered a replacement defibrillator case for the Sports Pavilion.
 - The Public Sector deposit fund application submitted to CCLA.
 - Barclays – issues with access
 - Matt Coppard has agreed to take down the flagpoles on The Green at the end of September and store for winter.
 - Clerk's appraisal
 - Co-option eligibility
 - Clerk annual leave in October
 - Cllr Thew and the Clerk have organised a pupil litter picking morning on 15th October.
 - The dog waste bin on Reedans Meadow has been emptied by Thakeham's contractor.
 - The Newsletter has been printed.

Additional items brought to the Councillors attention were;

- Receiving a thank you card from the guides
- A small correction on HMRC payment in August
- That the budget was being prepared for presentation in the October Parish Council meeting. Initial figures indicate that a number of budget cuts will need to be made.

9. Report by Clerk on any action taken under Delegated Powers in consultation with Chairman and/or Vice-Chairman. - None

10. Financial Matters:

10.1 To consider Terms of Reference for F&GP meeting 10th September 2019 - These were unanimously approved.

10.2 Approval of draft minutes of F&GP meeting 10th September - These minutes were approved as a true record of that meeting.

10.3 Policies and procedures to be agreed following review by F&GP. The following were unanimously approved;

- Policy for retention of parish records
- Complaints Procedure
- Procedure for the authorisation of payments
- Procedure for the handling of correspondence
- Professional code of conduct for the Clerk

10.4 To authorise Schedule of Payments for September 2019 and arrangements for approving payments - Cllrs. Armitage and Thew agreed to approve payments this month.

Unity Trust Bank

List of Payments made between 01/09/2019 and 30/09/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
24/09/2019	Recording Newick 2018	7313921	625.00	Grant	Recording Newick 2018
24/09/2019	Barcombe Landscapes Ltd	494550165	1,512.00		Verge Mowing
24/09/2019	Barcombe Landscapes Ltd	798843400	2,481.60		Mowing
24/09/2019	D. Sankey Ltd	500001637	100.80	1298737	Mole Trapping
24/09/2019	Viking	541704207	35.74		Paper
24/09/2019	Lewes District Council	6214910	18.00		Play insp Sept
24/09/2019	SSALC Ltd	715907401	84.00		BH Training
24/09/2019	Hitachi Capital Invoice Financ	661758520	2,836.56		Fingerposts
24/09/2019	NACCA	261523092	300.00		Office rent Aug-Oct
24/09/2019	SSALC Ltd	778004768	84.00		BD training
24/09/2019	Upper Bridge Enterprises	171849547	506.40		Website
24/09/2019	Zurich Municipal	616972320	1,409.05		Annual insurance
24/09/2019	Treewise Tree Services	853193052	270.00		C Centre Birch Tree
24/09/2019	NACCA	000018	18.00		Meet Councillor Event
24/09/2019	Lewes District Council	452822659	198.35		Election expenses
24/09/2019	Premier Village Store	187795015	7.32		Stamps
24/09/2019	East Sussex Pension Fund	1351	426.00		Pension Contributions
24/09/2019	Telefonica UK Ltd	DD	16.20		Mobile Phone
24/09/2019	C Armitage	856824535	23.32		Expenses from meetings
24/09/2019	Mrs E Reece	131523529	9.00		Training mileage expenses
24/09/2019	M Thew	373046479	10.93		Meet Councillor expenses
24/09/2019	D Marchant	595417489	9.45		Training Mileage
24/09/2019	Lewes District Council	414477688	18.00		Oct Play inspections
24/09/2019	Lewes District Council	401636850	108.58		Bin empty 4 Q4
24/09/2019	HM Revenue & Customs	742193438	275.50		NI & Tax
24/09/2019	Mrs E Reece	303463750	1,245.28		Clerk Salary
24/09/2019	Castle Water	58079410	332.09		Castle Water
24/09/2019	Mr P Howes	962100272	378.00		Handyman
24/09/2019	D. Sankey Ltd	559935096	100.80		Mole Trapping Program
24/09/2019	Chailey Heritage Enterprise C	536166442	242.00		Newsletter Printing Autumn
Total Payments			13,681.97		

and 30/09/2019

10.5 To receive statement of performance against budget as at end August 2019 – Cllr. D Marchant led the discussion regarding the precept for next year and the performance against budget. The Clerk answered a number of queries from new Councillors as to what payments referred to. The Clerk reported that she had requested a date for the Food Fair 2020 to assist with the budget preparation.

10.6 To consider grant applications received (S. 137 LGA 1972) (if any) – none submitted.

10.7 To consider quotations received including works for Signs at KGVPF and Community Centre wall. The quote from Newick Window Cleaning for £100 to remove and replace signs was approved. The Community Centre wall quotes were discussed, and it was agreed that the Clerk would investigate the option of Railway Sleepers – **Clerk to action**

11. Environment & Recreation:

11.1 Update from SPMC meeting August – Cllr. Thew attended the meeting and reported back. Funding options and the Council's approach was discussed. It was agreed that Cllrs. Armitage and the Clerk would draft a policy on the use of the capital funds available and the consultation with the village, to be presented to the council in the October meeting. Cllr V Marchant discussed the Scout Hut and the possibility of redevelopment. Cllr. Thew is attending the next SPMC on 5th November and will contact them to discuss whether it is appropriate for further Parish Councillors to attend also.

11.2 To consider reply from Tony Turk regarding footpaths in Newick. – Email circulated prior to meeting and the following was agreed;

- Issue 2 – Not to pursue further
- Issue 4 - To consult with County Councillor – **Clerk to contact**
- Issue 6 – No action until planning on Woods Fruit Farm is submitted
- To thank Tony and Don for their hard work – **Clerk to contact**

12. Committees' and Councillors' Reports:

12.1 **LDALC** –Cllr. Armitage attended the LDALC meeting on 9th September where he hoped to discuss with Trevor Leggo the concerns the council has about the approach SSALC are taking at new Councillor Training when covering planning. Trevor Leggo wasn't present at the meeting so Cllr Armitage raised it as a matter for future discussion. Cllr. V Marchant agreed she would contact Wealden District Council to see what approach was being taken there.

12.2 **VHMC** – Cllr. Armitage attended the September meeting and reported back, Clerk to circulate the minutes when received.

12.3 **Youth Engagement** – Cllr. Deacon reported that at the Meet the Councillor evening he spoke with a young person who used the skate ramp and was interesting in giving feedback. Cllr. Deacon is to speak to Chailey secondary school and children at Newick Primary School and the youth club. It was agreed that the Clerk would start circulating emails she received from Sussex Police about activities and patrols.

12.4 **Newick Rootz** –Cllr Wickens reported a successful workday on footpath 6C and next month's workday is planned for Newick Common.

12.5 **Community Engagement** – Cllr. Thew gave a report regarding the Meet the Councillor event on 31st August 2019. It was agreed for the Clerk to establish date in January 2020 and to have a Parish Council stall at the Food Fair 2020.

12.6 **Update on Emergency Plan** – The council considered and agreed a new updated emergency plan. The Parish was split into Geographical areas and the Clerk is to type up and then issue hard copies It was identified that a Plumber was missing and Cllr. Deacon agreed to give the Clerk contact details.

12.7 **Review of Committees including additional appointments.** – The Councillors duties were reviewed and Cllr. B Whitlock agreed to join the Planning and F&GP Committees. Cllr T Whitlock agreed to join the F&GP and Environment and Recreation Committees and Cllr. Deacon agreed to join the F&GP. It was agreed that Cllr Thew would contact SPMC to agree if It was appropriate for Cllrs. V Marchant and C Wickens to also attend meetings going forward. It was agreed that Cllrs. D Marchant, B Whitlock and T Whitlock would attend future VHMC meetings. Cllr. V Marchant agreed to take allotments alongside Cllr. Thew. Cllr. Armitage agreed to locate single point of contact list for Clerk to amend and update.

13. **Speedwatch** – To discuss exploring implementing Speedwatch in Newick – Cllr. Armitage outlined the background of the Community Speedwatch program and it was agreed to ask for volunteers in the monthly Councillor update.

14. **To agree who will prepare the next informal update to be posted on social media** – It was agreed Cllr. Armitage would prepare this to include Speedwatch and new Councillors joining.

15. Items for next agenda

- Policy for Capital spending
- Speedwatch.

The meeting closed at 8.55pm

Signed.....Chairman

Date.....

Mrs E Reece, Clerk to the Council
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