

Newick Parish Council

Minutes of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 29th September 2020. This meeting was held virtually using Zoom software.

Present: Councillors C. Armitage, B. Deacon, B.Hodge, D. Marchant, M. Thew, B. Whitlock, T. Whitlock and K.Wrench

In Attendance: Mrs E. Reece (Clerk)
Three members of the public were present
Members of Councillor's families were in the same room as those participating in the meeting during brief periods
Cllr. Deacon had connection issues and therefore left and re-joined the meeting a number of times

An audio and visual recording was made of the meeting

The meeting commenced at 7.00pm

- 1. Apologies for Absence** – Apologies had been received from Cllrs. V Marchant and C Wickens. Apologies were also received from District Councillor Burman.
- 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 –**
- 3. Exclusion of the Press and Public** – Cllr. D Marchant disclosed an interest in item 8.8. Cllr. Hodge declared an interest in 38 Western Road and Cllr. Deacon declared an interest in the application for 4 Church Road
- 4. Questions or Statements by Members of the Public** – Mr Clancy and Mr Boswell made a joint statement. They expressed concern with the merging of the Telephone Exchange site with Woods Fruit Farm. They asked what NPC can do to avoid having 200 extra homes in the village. They questioned whether the Neighbourhood Plan would still stand if one of the current applications outside of the plan went ahead. They asked if the footpath between Church Road and the Telephone Exchange was fit for purpose because Sussex Police does not feel it is and questioned why the path was not mentioned for the Woods Fruit Farm site allocation plans.

Cllr. Armitage outlined the actions that NPC have taken to defend the Neighbourhood Plan and stated that the Council take applications outside the plan very seriously. He confirmed that the sites allocated in the plan would still stand in the event of an application outside of plan going ahead. He confirmed that ESCC Rights of Way team visited the footpath linking the Telephone Exchange site to Church Road in March 2014. During this visit they walked the length of the path and in a subsequent letter to the Parish Council they confirmed they were satisfied with the footpath, whilst it was narrower than some newly designated Rights of Way, they did not object to it. Cllr. Thew answered the question about the footpath not being mentioned in the Woods Fruit Farm application. She stated the Telephone Exchange already has a twitten. Woods Fruit Farm didn't have an existing pathway. Right at beginning of putting the Neighbourhood plan together there was a hope that developer of Woods Fruit Farm and Telephone exchange would work together. However, they have not and there are two separate sites.

- 5. Co-option of up to one new councillor (if candidates have put themselves forward)** – No candidates had put themselves forward.
- 6. Report from Lewes District Councillor Roy Burman** – Cllr. Burman was not present.
- 7. Approval of draft minutes of the Parish Council meeting held 25th August 2020** – These were approved with a minor amendment to item 8.8.
- 8. Planning:**

8.1 Approval of draft minutes of the Planning Committee held 8th September 2020 – these were approved

8.2 Consideration of Planning Applications: (if any)

LW/20/0620	Old Greenfields 32 Church Road Single storey rear extension and alterations to existing ground floor cloakroom It was unanimously agreed to make no comment
LW/20/0623/CD	4 Church Road Discharge of conditions 3 (Rooflights), 4 (Internal Insulation to Outbuildings),5 (External materials) and 7 (Metal-framed window refurbishment details) in respect of approval LW/19/0807 It was unanimously agreed to make no comment Cllr. Deacon did not vote
LW/20/0628/CD	38 Western Road Discharge of conditions 5 (Materials), 6 (Tree Protection) and 11 (Construction Management) relating to approval LW/18/061 It was unanimously agreed to make no comment Cllr. Hodge did not vote
LW/20/0636	Old Greenfields 32 Church Road Single storey rear extension and alterations to existing ground floor Cloakroom It was unanimously agreed to make no comment

8.3 Approvals/Refusals etc. – It was noted that Lewes District Council had granted permission for the following applications:

LW/20/0396 and 0397 The White Cottage, Sharpsbridge Lane - Listed Building Consent Application for Demolition of existing non-original conservatory, erection of new single-storey bay extension and replacement of greenhouse glazing and framing, replacement of non-original sliding door with oak hardwood bi-fold doors, replacement of non-original entrance door and side transom, side utility door and timber porch posts

LW/20/0441 Yew Tree Cottage Tilehouse Lane - Planning Application for Demolition of an existing garage and the erection of a two-bay timber framed garage with office room above (amended plans)

LW/20/0454 Use of former office building at Sharpsbridge Farm as an independent C3 Dwellinghouse Land at Sharpsbridge Farm, Sharpsbridge Lane, Certificate of Lawful Use or Development (Existing)

8.4 Tree Works Applications – The Clerk reported that two applications have been inspected by the Tree Warden and in both cases no comment was made.

8.5 Update on Woods Fruit Farm appeal and to consider application for Rule 6 status – Cllr. Armitage had been approached to ask if NPC would consider being a Rule 6 party as it would be able to submit evidence and speak in an inquiry. However, as Woods Fruit Farm is a written hearing, it is therefore down to the inspector whether this would be allowed. Cllr. Armitage proposed that the decision as to whether to apply for Rule 6 status was deferred and reconsidered if the application goes to Secretary of State. This was agreed unanimously.

8.6 Update on Mitchelswood Farm Inquiry – No update to give.

8.7 Update on 55 Allington Road – Cllr. Armitage stated he enquired as to when site visit may be but PINS have yet to confirm.

8.8 Update on APPEAL/20/0025 The Rough/Vernons Road – Cllr. Armitage stated that the appeal date is not confirmed and the documents are not on the PINS website.

8.9 To note letter to Parish Council dated 10th September from residents of Bannisters Field and correspondence sent to LDC from local residents objecting to the Telephone Exchange site application LW/20/0517 and agree response to email received 17th September from Mr Boswell – This was covered during conversation in questions from member of general public in item 4.

8.10 To consider amending response to Planning For The Future white paper – draft wording was considered and voted unanimously to send.

9. Clerk's Report – To note report from Clerk including correspondence received in August 2020. The following items were reported;

- Newsletter has been delivered
- Flags coming down 1st October
- Community Centre Car Park – Car and Lease
- NALC
- Hand Sanitizer in public areas
- CiLCA
- Budget training
- October PC meeting
- Overhanging Vegetation
- Fingerposts

The Clerk also reported:

- The Parish Office being closed until the end of 2020.

10. Report by Clerk on any action taken under Delegated Powers in consultation with Chairman and/or Vice-Chairman. – the Clerk reported that a Wasps nest had to be removed from the Rootz shed and that the insurance documents were late in being received as they were emailed to the wrong PC email address.

11. Financial Matters:

Item 11.8 was brought forward

11.8 To review Child protection policy (Cllr. V Marchant) IT back up procedure (Cllr. T Whitlock) – Cllr. Hodge raised concern that the policy covered items that the Council doesn't have any control over and he did not feel the were changes appropriate. It was agreed to reconsider the Child Protection Policy at next meeting. The IT back up procedure was not discussed.

11.1 To authorise Schedule of Payments for September 2020 and arrangements for approving payments It was agreed Cllrs. Armitage and Thew would authorise the following payments;

Time: 13:33

Unity Trust Bank

List of Payments made between 01/09/2020 and 30/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/09/2020	Lewes District Council	698954183	18.00		Monthly Play Area Inspection
30/09/2020	Lewes District Council	86504422	108.58	Bin Emptying KGVPF	Lewes District Council
30/09/2020	HM Revenue & Customs	858975802	331.84		Tax & NI
30/09/2020	Mrs E Reece	53279087	7.80	12 2nd Class stamps	Clerk Expenses
30/09/2020	East Sussex Pension Fund	113568215	533.99		Pension Contributions
30/09/2020	Mrs E Reece	583318179	1,516.35		Clerk wages
30/09/2020	SSALC Ltd	918976583	36.00		Training Budget Precept
30/09/2020	Upper Bridge Enterprises	909750051	506.40		Webiste domain mailboxes
30/09/2020	Nicholas Jones Consultants Ltd	887376387	600.00		Tree Condition Survey
30/09/2020	Newick Window Cleaning	602116133	150.00		Graffiti and Bench removal
30/09/2020	Roger Malvern	969702665	120.00		Website Admin May - Oct
30/09/2020	Castle Water	143604443	204.62		Water bill 01JUL - 31DEC
30/09/2020	Lewes District Council	819745917	106.80		Annual Play Area Inspections
30/09/2020	TG Tapp	670495389	1,398.00		Community Centre wall x2
30/09/2020	Peter Howes	564092988	472.50		Village Handyman
30/09/2020	Barclays Debit Card	Top up	148.77		Monthly top up
30/09/2020	Telefonica UK Ltd	DD	17.59		Mobile Phone Charges
30/09/2020	Zurich Municipal	388439006	1,436.38		Annual Insurance renewal
Total Payments			7,713.62		

The following payments have already been made and were reported to the Council;

Date: 28/09/2020		Newick Parish Council Current Year			Page 1
Time: 13:08		Barclays Debit Card			
List of Payments made between 01/09/2020 and 30/09/2020					
Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
30/09/2020	McAfee	DC	119.99		2 year anti virus subscription
30/09/2020	Zoom Video Communications Inc	DC	14.39		Monthly Standard Pro
Total Payments			134.38		

Cllr. Hodge left at 7.37pm

- 11.2 To receive statement of performance against budget as at end August 2020 – the statement was considered and accepted.
- 11.3 To consider grant applications received (S. 137 LGA 1972) – none were submitted.
- 11.4 To consider quotes (if received) – none were submitted.
- 11.5 To consider email re the retirement of Roger Malvern at end of March 2021 and agree actions. It was agreed for Clerk to take on role. It was agreed to review if the Clerk has any issues and that the Clerk Job Description and contract would be updated to reflect this change.
- 11.6 To consider the cost of SSL certificate for installation and annual management (Cllr. Whitlock) – Cllr. Whitlock explained this is essential and it was unanimously agreed by the Council to go ahead with both.
- 11.7 Review of Insurance scope/cover/cost to be carried out when renewal paperwork received – A verbal report was given by Clerk and the key features of the policy outlined.
- 11.8 To review Child protection policy (Cllr. V Marchant) IT back up procedure (Cllr. T Whitlock) – This item was considered earlier in the meeting.

12. Environment & Recreation:

- 12.1 To consider request from resident of 6 Allington Place to trim back tree number 956 – The Clerk explained the background. Cllr. Deacon raised concerns about amount of tree being cut back. Clerk advised that she would request liability insurance and name of contractor. The Council agreed to grant permission on that basis.
- 12.2 Update on Sports Pavilion Management Committee (virtual) AGM 25/08/20 – Minutes had been circulated and Cllr. Thew confirmed that a new Chair has been nominated and Norman Alexander successfully secured a grant for the Pavilion. The next SPMC meeting is planned for 3rd November and Cllrs. Thew and Wrench are planning to attend.
- 12.3 Skate Ramp/Bike Track including feedback from Fields in Trust– Cllr. Deacon discussed the future options of repairing the existing ramp or replacing it. Cllr. Deacon reported that Fields in Trust confirmed they are happy if NPC replaced the ramp in its current position but LDC have not confirmed the planning regulations for skate ramps. Clerk agreed to research previous design plans. Cllr. Armitage discussed alternative locations. Cllr. Deacon discussed having a fence around the area. He confirmed there was no progress on the bike track and it was agreed that this matter was to be removed from agenda next month.
- 12.4 To consider request from Newick Football Club for kit storage at KGVPF – Cllr. Thew gave an outline of the proposal and it was agreed unanimously to grant permission.
- 12.5 To consider request from Newick Rugby Club to install memorial bench at Manwaring Robertson field – Cllr. Thew gave an outline of the proposal and it was agreed unanimously to grant permission.
- 12.6 To consider request from SPMC to site a recycling bin behind the pavilion - Cllr. Thew gave an outline of the proposal and it was agreed unanimously to grant permission.
- 12.7 To consider feedback from Village Handyman re storage of waste and working practice – It was agreed to suggest to the Handyman that large items be stored in the trolley in the Rootz shed and then the Clerk would periodically arrange for the items to be disposed of.
- 12.8 To receive report from Clerk summarising the full Tree Survey – Clerk gave a verbal report of the survey and stated that 2 trees were identified as needing immediate work and 9 further trees within 1 year. The Clerk stated that she had requested a tree surgeon quote for the immediate work and an estimate for the trees that needed work in 2021 to help with budget projection next year.
- 12.9 To discuss the unpleasant smell on A272 and possible resolution – Cllr. Thew gave an outline of the issue and the discussion she had with Southern Water. Cllr. Armitage recommended that the Parish Council write a letter stating the concerns and it was agreed that NPC would pay for a map of the network at the cost of £25 plus VAT.

Cllr. Deacon left 8.25pm

12.10 To discuss incident 18th September, attempted break in via Reedens Meadow – Cllr. Thew described the incident. Cllr. Armitage stated concerns about the activity. Cllr. Thew confirmed the police attended the incident quickly.

13. Newick Village Hall Management Committee – Cllr. B Whitlock reported the baby and toddler group was closing and the options for relaunching next year once the pandemic is over. Cllr. T Whitlock stated that Walter Lacey left several legacies to organisations in the village, some of which benefits the Village Hall. Cllr. T Whitlock stated that he was involved in dealing with issues surrounding releasing the funds.

14. Community Speed Watch – Cllr. Armitage reported that Neil Waugh has registered as co-ordinator and training is booked for 22nd October with Sussex Police.

15. Permission Request – To consider request from NEASSA to use the Community Centre car park on 8th November 2020 – It was unanimously agreed to grant permission

16. To agree author and content of monthly Social Media update – Cllr. B Whitlock agreed to draft.

17. To discuss continued approach to COVID-19 outbreak – It was discussed that NCR would be reactivated in the event of full lockdown

18. Items for next agenda

- Child protection policy
- ESCC Church lane meeting

The meeting closed at 8.41pm

Signed.....Chairman

Date.....

Mrs E Reece, Clerk to the Council
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