

# NEWICK PARISH COUNCIL

**MINUTES** of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 30<sup>th</sup> October, 2012 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick.

The Chairman formally welcomed Cllr. Nick Berryman and Mrs Sue Berry who had taken the position of Clerk from 16<sup>th</sup> October and was currently shadowing the present Clerk Mrs. Linda Farmer.

**PRESENT:** Councillor J. Lucas (Chairman), Cllrs. C. Armitage, (Vice-Chairman), N. Berryman, R. Houghton, C. Jago Mrs. J. Sheppard, Mrs. J. Smerdon, Mrs. D.J. Sprackling, Mrs. M. Thew, Mrs. L. M. Farmer (Clerk) and Mrs S Berry (Clerk).  
District Councillor J. Sheppard.

The Clerk confirmed that Cllr. N. Berryman had signed the Declaration of Acceptance of Office – the Clerk would inform the Legal Section at Lewes District Council in due course.

1. **APOLOGIES:** Apologies were received from Cllrs. C. Allen, Mrs. C. Wickens and PCSO Sally-Ann Reed.
2. **Disclosure by Members of personal interests 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:** No disclosures of personal interest.
3. **QUESTIONS OR STATEMENTS FROM THE PUBLIC:** No questions.
4. **MINUTES:** It was agreed by those who had been present that the Minutes for the 25<sup>th</sup> September, 2012 be signed as a true record.
5. **PLANNING:**  
Approval of Planning Committee Meeting Minutes dated 9<sup>th</sup> October, 2012. The Council agreed that these could be signed as a true record.

## **APPLICATIONS:**

**Newick**  
**LW/12/0821**

### **1 North Lodge High Street**

Planning Application - Erection of single storey extension to rear – this application was supported by the Parish Council.

## **APPROVAL:**

**LW/12/0749**  
**LW/12/0761**  
**LW/12/0707**

Harmers Hill House, 2 Harmers Hill  
Crouchers Farm, Blind Lane  
19 High Hurst Close

## **TREE WORK:**

**TW/12/0099/TCA**  
**TW/12/0102/TPO**

Garden Cottage, 25 High Street  
4 North Lodge

**Neighbourhood Development Plan** – The Chairman reported to members that the training session carried out by CPRE on 20<sup>th</sup> October had been very informative. He continued to report that he was still working on the CPRE brief which he hoped to submit after the Steering Group had viewed it. It was noted that the questionnaire being produced by the Steering Group would not be going out before 17<sup>th</sup> November and that it needed to be revised as CPRE stated that a number of the questions were not suitable. This would be worked on by the Steering Group in the future. Plans for the Consultation Day on 17<sup>th</sup> November at the Village Hall were progressing.

The Council approved that the Steering Group should write to landowners with land abutting the existing planning development boundary.

The Council also asked the Clerk to write to Chailey Parish Council enquiring if they were undertaking a Neighbourhood Development Plan or considering doing so.

## **6 MATTERS ARISING:**

**6-1 Allotments:** Cllr. Mrs Smerdon reported that she had a site meeting with the present allotment holder together with Mrs Sue Berry (Clerk) to discuss the holder's request to retain a

smaller plot for his use. Having looked at the area Cllr. Mrs. Smerdon will discuss with the Chairman of the Allotment Association what action should be taken next. She felt that the area, having been mainly planted with fruit bushes and trees, would need to be cleared. Her suggestion of having the fruit trees inspected was supported as she was concerned that they had not been properly maintained.

Cllrs. Mrs Smerdon and Jago informed the Council that a letter had been written to Cluttons, agents for a landowner with land abutting the village boundary, about a parcel of land that could potentially be used for allotments. Cllr Jago highlighted that the agents had also been asked about the woodland adjoining the allotment plot, which had been identified as a possible recreational facility for walks. An acknowledgement had been received from Cluttons who were taking the matter up with their clients and who will contact the Parish Council in due course.

**6-2 Youth Forum:** Nothing to report at present.

**6-3 Village Fun Day 2013:** Cllr. Mrs Thew reported that she had had one response to her request for people to join a working group. However, the Village Society were having a meeting on 12<sup>th</sup> November to discuss its activities for next year and it was hoped that some of the people present at that meeting would form part of a working group. It was pointed out that letters to all the clubs and societies should be sent out before the end of the year informing them of this event and also inviting representatives to join the working group. The Chairman felt that it would reflect badly on the Parish Council if this event was cancelled again next year.

**6-4 Document relating to flights to and from Gatwick Airport:** Cllr. Berryman reported that he had looked at this document and as far as he could ascertain there was little effect over Newick.

**7. Actions taken under Delegated Powers by the Clerk in consultation with Chairman and / or Vice-Chairman:**

It was noted that the Risk Assessment for the King George V Playing Fields and The Manwaring Roberston Field had been carried out. It was reported that the items identified as requiring action were in the process of being attended to. One area of concern was the pile of grass cuttings by Twitten House which was increasing. To have this removed would cost £500 approximately. It was noted that the grass cuttings left against the trees would not be doing the trees any good. After a discussion, it was proposed that the Clerk write to the Cricket Club requesting that this area be cleared and made good by the end of December and that if this had not been carried out then the Council would arrange for the clearance to be done and send the invoice to the Cricket Club. Eight voted for this proposal with one against.

The Council also gave its approval for the following tree work to be carried out that had been identified during the risk assessment for the playing fields and had been supported by Cllr. Mrs. Wickens, Tree Warden:-

Oak tree by skateboard area to be felled as it was diseased

Small sapling growing out of the roots of a conifer tree in the south eastern corner of the KGVPF to be removed.

It was noted that the Risk Assessment for the Green and Other Areas had been carried out and any actions required had been reported to the various people to be dealt with.

The Clerk confirmed that she had received from Newick Rugby Club signed conditions of rent for Manwaring Robertson Field together with notification that there are no changes to the Child Protection Policy and confirmation of the Club's Public Liability Cover.

**8. FINANCE MATTERS**

It was resolved that the following payments due for October, 2012 be approved for payment. The Council also agreed that Cllr Jago could purchase a laptop and associated software for Sue Berry (Clerk) to the value of £750.00. It was noted that permission had been given by the Chairman and Chairman of Finance and General Purposes Committee for the Clerk to purchase a Brother printer prior to the meeting in order to take advantage of a £150 cash back deal.

**PAYMENTS:**

***Signed during month.***

None

***Signed at meeting.***

Wicksteed Leisure Ltd. – Paint and inspection	£89.40	200549
Steve Carter – Delivery of Information relating to the Neighbourhood Development Plan		
	£120.00	200450
L. M. Farmer - Salary for October, 2012	£709.10	200551
Post Office Counter – NI Tax from Clerks and PC	£274.24	200552

Mrs. Sue Berry – Salary for October, 2012 from 16 <sup>th</sup> October	£367.11 200553
D. K. Moemken – Village Maintenance – August	£390.46 200554
L. M. Farmer – Re-imbusement of Parish Council expenses	£596.15 200555
Cathy Wickens – Reimbursement of expenses Newick PC garage – break in	£67.19 200556
Mrs. Sue Berry – Expenses for Neighbourhood Development Plan training day	£36.57 200557

**Outturn** – The Outturn for the end of September had been forwarded to Councillors for information. Cllr. Jago stated there had been a balance last year which had been put into the General Maintenance Reserve and he suggested that £10,000.00 of this was transferred into a General Reserve. This was supported unanimously. He also stated that he was hoping to show the true cost of the additional funding for the Clerk’s replacement and provision of new equipment which needed to be purchased as mentioned above in the October Outturn. Recognition was also needed to be made for the Neighbourhood Development Plan costs.

It was noted that letters of thanks acknowledging the grants given by the Council had been received from the Newick Area Community Care Association, Sports Pavilion Management Committee and Newick PCC.

A letter had been received from Virdor Credits stating that they had inspected the Play Area and were pleased that their funding had been put to good use and met all the requirements.

## **9 CORRESPONDENCE:**

**9-1 Roadside Advertising Rug Selling from Village Halls** – The Chairman reported that the Enforcement Officer for ESCC had written to all Parish Councils requesting that they do not let their halls to a rug selling organisation because the latter puts up too many posters. A copy of this letter had been forwarded to the Parish Council’s representative which he had forwarded to the Village Hall Management Committee’s secretary, so that it could be put on the agenda of VHMC for discussion. The Clerk was asked to reply to the Enforcement Officer stating that the Parish Council was not responsible for lettings for the Village Hall but would keep an eye on this activity and remove “Flyers” if they remained after the event.

**9-2 ESCC – Notice of changes to Timetable for bus services** – Cllr. Armitage reported that although Countryliner had gone in to administration the services running through Newick were being operated. Cllr. Armitage had also asked the Clerk to write to ESCC Transport Services regarding the proposed timetable changes suggesting that earlier and later buses be arranged to connect up with the trains at Haywards Heath Railway Station which commuters could use. The Clerk had received no response to this although this matter had been chased up.

**9.3 Notice received from Bob White re East Sussex, South Downs and Brighton & Hove waste and minerals plan consultation on main modification** – email forwarded to Councillors for information. It was noted that the land raise area highlight in the original plan had been taken out and the revised plan only waited to be signed. The Clerk was asked to confirm with Mr. White, Chairman for Piltdown Action Against Landraise if this organization would continue or be disbanded and to write thanking the group for the help and support they had given Newick in getting this proposal removed from the Waste and Minerals Plan Consultation document.

**9.4 East Sussex Fire Authority’s Medium Term Plan 2013/14 – 2017/18 Public Consultation Document** – emailed to Councillors 3 October 2012 – No comments were made.

**9-5 Various Newsletters:** The following had been received.  
 East Sussex Health Overview and Scrutiny Committee Newsletter  
 Sussex Association of Local Councils Annual Report and Accounts 2011/12  
 SALC Autumn Newsletter 2012  
 SALC Summer Newsletter 2012  
 Rural Services Network  
 ETE In Your Area – ESCC – Highways  
 Came & Company – Parish Matters Autumn 2012  
 Ordnance Survey – News Bulletins  
 St Peter & St James Hospice – Autumn Newsletter  
 LDC – District Link  
 Action in Rural Sussex  
 ESCC – Adult Social Care quarterly consultation update  
 Lewes District Association of Local Councils -

## **10. COMMITTEES & Councillors’ Reports:**

**Playing Fields Committee:** It was noted that there was no meeting this month.

**Skateboarders User Group** – Cllr. Armitage reported on the letter received from the Environmental Officer which had been circulated to members. It was confirmed that whilst the

actual equipment did not constitute a Statutory Nuisance it was considered the equipment served as an attraction for young people who unfortunately used anti-social language. The Council were aware of its responsibilities to maintain a watchful eye on the whole area and would thus maintain the Skateboarders User Group to self monitor the noise emitted from the equipment and other issues. Cllr. Armitage had met with the blacksmith and representatives of the User Group and it was advised that the method of filling the void spaces of the equipment with soil was not practicable. He was going to speak to Mr. Baker about the possibilities of boarding in the sides and filling the space with Rock Wool or similar. The Clerk was asked to inform members of the User Group who were involved with trying to reduce the noise from the skateboarding equipment not to do anything further at the moment until other options had been investigated.

**ROSPA** – had not been able to help with how far skateboarding equipment should be away from boundaries and the Clerk would pursue this matter with Skate Ramp suppliers.

**Monthly Reports:** No equipment had been identified in the reports which required attention.

**Sports Pavilion Meeting:** It was noted that the Minutes of Newick Sports Pavilion Management Committee dated 7<sup>th</sup> August, 2012 had been received.

**Environment Committee:** There had been no meeting this month.

**Verge along High Street** – Members had been circulated with an email reply from Cllr. Mrs. Stroude but it was felt that this did not address the points the Councillors were seeking. It was agreed that the Council should seek a meeting with Mr. Stringer head of Transport Development Control.

Cllr. Mrs. Smerdon reported that a quotation had been received for kerbing the Green by Rose Cottage and the Lewes Bus Stop (Church Road) which she would discuss at the Environment Committee. Whilst discussing this Cllr. Mrs. Smerdon was asked to discuss with the Environment Committee and Mr. Stringer the possibilities of putting down a pathway to this bus stop which may be able to be funded from the Section 106 monies.

**Finance and General Purposes Committee:** Minutes of the Finance and General Purposes Committee held on 9<sup>th</sup> October were signed as a true record by those that had been present.

**Clerk's Contract Sue Berry** – Approved

Council also noted that Mrs. Berry would be joining the East Sussex Superannuation Scheme which was an additional expenditure for the Council costing more than the Gratuity set aside for the retiring Clerk. Cllr. Jago stated that he would complete the forms for this and submit them to ESCC for approval so that Mrs. Berry could be admitted to the scheme.

The Council approved the arrangements recommended by the Finance & General Purposes Committee for the retiring Clerk as from 31<sup>st</sup> December, 2012. "The Council agree to the retiring Clerk keeping the existing laptop and printer so that she could continue to help with the Neighbourhood Development Plan over the next year to 18 months. The retiring Clerk was also asked to keep a running total of the number of hours she spent on undertaking the work associated with the Neighbourhood Development Plan".

**Councillors and Clerk's Expenses** – It was noted that Cllr. Jago was writing up an addition to the Financial Regulations relating to expenses which would be submitted to Council for approval in due course.

**Standing Orders** – It was noted that Cllr. Allen had informed the Clerk that there were no changes to these currently and NALC had informed Councils that it was not expecting to make any significant changes until 2014. However he would review the recent recommendation relating to the use of mobile phones and new technology at meetings and write up a statement which could be approved by Council in due course and included in the existing Standing Orders.

**The Budget** – Cllr. Jago recommended that the precept be kept at a 0% increase subject to the additional housing in Alexander Mead and Allington Gardens and taking into account the decision relating to the change to the rules for Council Tax Benefit which still needed clarification. This recommendation was supported by the Council. It was noted that the Draft Budget was in the process of being prepared and that Councillors should ensure that bids for funding be submitted as soon as possible.

**Tree Warden:** It was reported that Cllr. Mrs. Wickens had authorised for a Tom-o-graph to be carried out on the large oak tree at Powell Road/Oldaker Road which had been recommended in the report carried out by Broad Oak Tree Consultants. The cost of this work was £375.00 plus Vat which was substantially lower than the last quote obtained several years ago.

**Newick Rootz:** Nothing to report.

**Neighbourhood Watch – Panel Report** – Cllr. Mrs. Sheppard reported that she was now receiving information from Lewes Police on a more regular basis and was able to keep her co-ordinators informed. Members noted the PCSO Sally-Ann Reed’s report which had been circulated.

**Newick Neighbourhood Panel:** A copy of the letter from Norman Baker MP was circulated to Councillors for information. After a brief discussion it was proposed that the Clerk write to Mrs. James stating that if she had no objections the Parish Council would publicise these meetings on the Newick Community Website and notice boards as they were intended to be open to the public.

**Village Hall** – Cllr. Allen had been given a letter for the VHMC from SALC advising of the services provided by AIRS for Village Halls. No further action by the Council

**Lewes District Association** – Minutes of the meeting for this association dated 10<sup>th</sup> September, 2012 have been put in the members’ envelope for circulation.

SALC & AIRS Annual Meetings being held on 7<sup>th</sup> November, 2012 at Ardingly Show Ground will be attended by Cllr. Mrs. Thew.

11. **Adoption of New Code of Conduct for Members and Register of Members Interests** – The Council approved the recommendations of the F&GP Cttee to adopt the Code of Conduct produced by NALC. Members were asked to return the completed revised Register of Members Interests electronically if possible. Signatures to be supplied to the Clerk so that she could put these on the electronic master copies where necessary and she would check with LDC Legal Section to make sure that the signatures did not appear on the documents shown on the LDC Website.
12. **Locum Service for Clerks** – It was noted that the Society of Local Council Clerks and SALC both offer Locum Clerk services.
13. **Additional Hours for Village Maintenance** – Cllr. Mrs. Smerdon’s request for 3 additional hours per week for the Village Maintenance Person from the beginning of November was approved until the end of January, 2013. It was further agreed that this would then be reviewed again.
14. **Village History / Village Pictorial History Books** – It was agreed to sell the Village History / Pictorial History Books at the Neighbourhood Development Plan Consultation Day on 17<sup>th</sup> November at £5.00 each.
15. **Lady Vernon Education Foundation** – The Parish Council accepted the offer of Mr. Andrews to continue as Clerk and Trustee, regardless of the fact that he hoped to be moving shortly, so long as the other Trustees were happy with this arrangement.
16. **Flags for 2013** – The Council gave its approval for a new set of flags to be purchased for the Green for next year.
17. **SALC Meeting with Chief Constable** – The Council agreed that the Clerk write to SALC requesting that the following topics be raised with the Chief Constable in November.
  - i) closure of Neighbourhood Panels
  - ii) sharing of speed guns with Parishes in other Police Districts
  - iii) the Police’s change of heart over the High Street parking scheme
18. **Items to be referred to next Agenda** – Budget

Meeting Closed at 9.35 p.m.

Signed: .....Chairman

Date: .....