

# NEWICK PARISH COUNCIL

**MINUTES** of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 31<sup>st</sup> January, 2012 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick.

**PRESENT:** Councillors C. Jago (Chairman), C. Armitage, (Vice-Chairman), R. Houghton, Mrs. S. Lightfoot, J. Lucas, Mrs. J. Sheppard, Mrs. J. Smerdon, Mrs. M. Thew, Mrs. C. Wickens and Mrs. L. M. Farmer (Clerk).  
District Councillor J. Sheppard and 11 members of the public.

- 1. APOLOGIES:** Cllr. C. Allen and Mrs. C. Sharpe. The reasons for absence were noted and accepted.  
Apologies were also received from County Councillor Mrs. M. Stroude and PCSO Sally-ann Reed who had forwarded her report which was circulated to members.
- 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:** Cllrs. Mrs. Wickens, Mrs. Thew and Lucas declared an interest in item 7 Planning LW/12/0038 47 The Rough and Cllr. Mrs. Smerdon declared an interest under Matters Arising 5-2 Allotments.

With approval from the Council item 7 Planning LW/12/0044 20 – 22 High Street was discussed at the beginning of the meeting so that those who had come for this matter did not have to stay for the whole of the meeting if they did not wish. Also under item 10 Playing Fields Committee - Minutes of the meeting held on 13<sup>th</sup> December at which the Skateboarding area had been raised, was discussed after the planning item to allow people to leave if they wished.

**3. QUESTIONS OR STATEMENTS FROM THE PUBLIC:**

Planning Application 20-22 High Street Conversion and Change of use from restaurant and first floor flat to five one and two bedroom flats. The agent acting for the owner of 20 – 22 High Street spoke stating that the application for change of use was being made due to the unsuccessful attempts to use the facilities as a restaurant. It was noted that the architect had tried to keep the proposals in keeping with the area and that the owner of the property had also been aware of the need for smaller units in the village. The agent also spoke about the parking proposals for the change of use. This application for Change of Use was supported unanimously subject to additional parking see item 7 Planning for details.

Item 10 Playing Fields Committee – Minutes of Playing Fields Committee held on 13<sup>th</sup> December, 2011. A copy of the draft minutes for this meeting had been forwarded to Mr. & Mrs. Balloch at their request. In response to these minutes Mr. Balloch who lived to the rear of the Skateboarding facility highlighted that there was already acoustic fencing to the rear of his property and his neighbour and that after seeking professional advice he felt that adding further acoustic fencing would not be beneficial. It was noted that Mr. Balloch did not expect a speedy conclusion to this matter. The Council were respectfully reminded that it could not be automatically assumed to replace the existing equipment with new ones as current guidelines would probably apply and include a minimum site distance from the residential properties. Mr. Balloch forwarded copies of his statement to the Clerk. A copy of his statement would be put on file.

Mrs. Ramsey reminded the Council that she had sent details of a company called Evolution Skateparks who she felt could address the issues being raised. The company suggested boxing in the ramps using 4mm steel plates lined with 9mm ply, wood being the best sound deadening material available. It had also been suggested that the steel ramps could be coated in Gravitex which is painted on. Two layers would be their recommendation. Mrs. Balloch also suggested a company and would let the Clerk have details.

The Chairman for the Playing Fields Committee reported that Lewes District Council Environmental Health Department had taken readings for noise being produced by the Skateboarding Area but that this had been inconclusive and that further readings were to be undertaken over the Easter Holiday period. These readings were to be taken over a 6 – 7 day period. He continued to state that now having a better understanding of how the measuring of noise was undertaken, he was recommending to the Council that the recommendations made in the Playing Fields Committee minutes be deferred until the levels of noise were known. This was unanimously supported by Council.

- 4. MINUTES:** It was agreed by those who had been present that the Minutes for the 29<sup>th</sup> November, 2011 be signed as a true record.

## **5 MATTERS ARISING:**

**5-1 Rural Access to Services Programme:** Cllr. Mrs. Thew reported to Council that there was still a small balance of the Grant given for the above project of approximately £240.00 held by the Council which would have to be used. She suggested that the Council arrange another Clubs and Societies event at the Village Hall inviting other organisations such as the police, fire services etc and recommended that this be undertaken in the Autumn after the Queen's Jubilee as everyone was involved with this at the moment. This was supported by the Council.

**CTLA – Community Transport for the Lewes Area –** Whilst talking about the RASP Scheme Cllr. Mrs. Thew informed Council that Mr. D. Barnett, Operations Manager for the Community Transport Scheme for the Lewes Area had been in touch with her informing her that through the auspices of our local MP, Norman Baker who is currently a Transport Minister, the Government had awarded £10m funding to promote Community Transport in Rural Areas. East Sussex County Council had received £171,000 for this year the first of 3 years of this funding scheme, to help with the development of Community Transport such as the "Dial-a-ride" scheme. She asked that the Council support initiatives to promote the scheme in Newick and to liaise with Newick Area Community Care Association to see if they could benefit in some way. CTLA were hoping to extend the current "Dial-a-ride" service to the village to a second day and to encourage more take up of this valuable door-to-door service for residents.

**5-2 Allotments:** Cllr. Mrs. Smerdon reported that the Clerk had now sent a formal letter out to a number of landowners asking if they had any land which could be used for renting or purchasing for allotments. So far there had been one verbal response saying that they had nothing at the moment and one letter stating that some land had been offered in the past but not accepted. There appears to have been some mis-understandings about this and Cllr. Mrs. Smerdon was going to arrange a meeting with the gentleman concerned to see if this new offer could be pursued. She advised the Council that follow up letters would be sent out in a couple of weeks if nothing had been heard. Members asked if a timetable could be produced as this matter had been going on for long enough and stated that the Parish Council had a Statutory obligation to try to meet the request for allotment plots. The Clerk was also asked to produce a map of Newick showing the areas being considered.

The District Councillor confirmed that a letter would be coming to the Council informing them that they could manage the site at Cricketfield subject to it being handed back should Lewes District Council require it. The Chairman requested that this letter be sent out as soon as possible as notice would have to be served on the existing allotment holder before the 1<sup>st</sup> April.

Cllr. Mrs. Smerdon mentioned another site which could be a possibility but this would need to be checked out.

**5-3 Queen's Jubilee Celebrations in Newick:** The Chairman reported on the Timetable for the Queen's Jubilee Celebrations in Newick which was looking very good. The events commenced on the Friday with a Newick Rootz Jubilee Walk for Children at the School. This would be followed by Touch Rugby for children age 5 to 11 at the KGVPF from 4.00 p.m. with BBQ etc. Other events over the weekend included Bellingring, Summer Ball (Fancy Dress) Church Service, Cricket matches, 3 Pubs Challenge, Hog Roast, finally ending with the Children's Jubilee Parade and entertainment at the School. The Chairman continued to advise the Council that some of the funding set aside for this event may be used for additional insurance cover for the event and publicity.

It was noted that the Scarecrow competition would be launched the weekend of 26<sup>th</sup> May which was the Newick Twinning Association's 20th Anniversary.

Cllr. Mrs. Wickens informed the Council that Newick Rootz had produced a small booklet for the Jubilee Walk and asked permission for the Clerk to print these which would be sold at a small cost. This was supported by the Council. It was expected that all the £1000 budgeted by the Council for these celebrations would be needed.

**5-4 Newick Chemist:** The Chairman informed the Council that he had written to Mr. Cox of Lloyds stating that he was very concerned that after 16 weeks a new manager for the Chemist had not been appointed. Mr. Cox had replied and informed him that a new manager would be taking up the position on 13<sup>th</sup> February. He had been very disappointed that this had taken so long in view of the pressure that had been put on the Chemist in the past.

**5-5 CCTV:** The Chairman reported that there was a problem with the cabling to the cameras which had been discovered when the contractor tried to replace camera 4 which it was thought had failed. It was agreed that this matter be discussed by the Playing Fields Committee which should then make its recommendations to the Council.

**5-6 River Ouse Restoration Project:** Cllr. Mrs. Wickens reported that this project was about restoring the habitat along the "Middle Ouse". An information pack would be made available for any member interested.

**5-7 Quality Parish Council Status:** "Achievement of Quality Council Status (The Clerk was absent whilst this item was discussed)

The Council was delighted that Quality Council Status had been renewed and was very appreciative of the additional work undertaken by Mrs Farmer to achieve this. It was unanimously resolved that she should be paid for an additional 30 hours above her normal monthly rate as compensation for the time she had spent creating the necessary systems and putting together the complex documentation for independent evaluation."

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

**Came & Company – Water Damage to Properties during Christmas Period - Council Properties** This information was circulated to the Sports Pavilion Management Committee for information only.

**Mr. Guyton Enforcement Officer at ESCC –** a copy of a letter which was received complaining about an area of verge at Cornwells Bank having the edges raised with soil and pieces of tree trunks was sent to Mr. Guyton to investigate. This had been dealt with by ESCC with no further action necessary.

**Electoral Register -** Requested by Clerk – this is an annual request.

**ESCC Communications Department –** The Clerk had confirmed Parish Council details for the ESCC Communications records.

**Newsletter –** This had now been delivered.

**ESCC – Highways Department –** The Clerk had requested "Deer Warning Signs" by the bridge over the stream at the bottom of Newick Hill.

**Letter from resident about cars speeding through Newick –** Cllr. Armitage replied to this, as the correspondence had been sent to him directly, and he had copied Cllr. Lucas in.

**20-22 High Street -** Consideration by the Council to purchase 20-22 High Street formerly the 272 for a community store or similar. Cllr. Mrs. Smerdon had informed the Clerk not to pursue her suggestion any further.

**7. PLANNING:**

Approval of Planning Committee Meetings Minutes dated 13<sup>th</sup> December, 2011 and 10<sup>th</sup> January, 2012. The Council agreed that these could be signed as a true record.

**APPLICATIONS:**

**Newick**

**LW/11/1447**

**The Old Lodge Ridgels Lane**

Planning Application - Erection of a dwelling for staff accommodation – The Parish Council objected to this application for the following reasons:-

The proposed dwelling is outside the Planning Boundary.

This property is not commercial.

7 voted to reject the proposal

2 abstentions

**Newick**

**LW/12/0044**

**20 - 22 High Street**

Planning Application - Conversion and change of use from restaurant and first floor flat to five x one and two bedroom flats – The Parish Council supported the proposal to convert the building but were unanimously of the view that the provision of six parking spaces was insufficient bearing in mind the existing parking problems in High Street. Instead, the Council would like eight parking spaces provided.

A vote was taken on the number of parking spaces to be provided as follows:-

Seven – four votes

Eight – four votes + the Chairman's casting vote.

**Newick**

**LW/12/0049**

**Brockertons Tilehouse Lane**

Planning Application - Erection of extension to garage and conversion of garage to form play room – the Parish Council supported this application.

**Newick**  
**LW/12/0038**

**47 The Rough**  
Planning Application - Erection of enclosed canopy to side – the Parish Council supported this application.

**REFUSAL:**  
**LW/11/1341**  
**LW/11/1288**

**The Old Stables, Beechland Cornwell's Bank**  
**38 High Street**

**LW/11/1422**

**Hazel Wood, Jackies Lane** – change of use of part of site from forestry to campsite for a maximum of 9 tepee style tents – Members were informed of several minor changes to the original application. It was also noted that two further letters opposing this application had been received.

**TREE WORK**

**APPROVAL:**

**TW/11/0218/TPO** 32 Allington Road

It was noted that the Planning Application for land to the rear of 44 West Point LW/11/1427 had been referred to the Lewes District Council Planning Committee which had been held on Wednesday, 25<sup>th</sup> January, 2012 and had approved the application. The Clerk was asked to let the Chairman have the original application as it was felt that some of the measurements had been quoted incorrectly.

The Council had received notification that the Wealden LDF Strategic Sites DPD and Sustainability Appraisal Scoping Report was now available for viewing and comments. The Clerk could not see anything which would directly impact on Newick but Cllr. Mrs. Sheppard would also check. The Clerk was given permission to ask Mr. Turk to look at this and provide any comments.

**8. FINANCE MATTERS**

It was resolved that the following payments due for December, 2011 be ratified and that the payments for January, 2012 be approved for payment.

**PAYMENTS:**

**The following payments were made for December, 2011**

A. Watson – Village Maintenance	£240.00	200395
NACCA – Hire of Community Centre for Neighbourhood Watch Meeting	£16.00	200396
Barcombe Landscapes – Mowing etc	£1307.31	200397
L. M. Farmer - Salary for December, 2011	£704.70	200398
Post Office Counter – NI Tax from Clerk and PC	£191.67	200399
Lewes District Council – Dog Bin Emptying Service	£177.84	200400
Mr. C. Armitage – Repairs to Laptop which was loaned to PC for short period	£20.00	200401
D. Sankey Pest Control – Control of Moles in KGVPF & DMRPF	£48.00	200402

**PAYMENTS DUE FOR JANUARY, 2012**

Advance Computer Solutions – CCTV fault	£240.00	200403
S. & S. Courtman – erection of sign in Play Area	£15.00	200404
A. Watson – Village Maintenance	£225.00	200405
The Play Inspection Company – Annual Inspection of Play Areas	£210.00	200406
L. M. Farmer - Salary for January, 2012	£704.50	200407
L. M. Farmer – Re-imbusement of Expenses	£626.59	200408
Post Office Counter – NI Tax from Clerk and PC	£191.87	200409
Aquarius Solutions – Graffiti Removers	£167.40	200410
Campaign to Protect Rural England – Renewal of Subscription	£30.00	200411
Newick Sports Pavilion Management Cttee – VAT re-imbusement	£803.60	200412
Mr. J. Jones – Newick Rootz – Wood to repair steps	£48.27	200413

**Outturn** – The Outturn for the end of December had been circulated to Members for information. The Chairman stated that he felt that the predicted balance at the end of March could be increased by a further £1700.00 and suggested that if this proved the case then this additional sum could be put into the contingencies fund. This was agreed.

Copies of the Receipts and Payments Budget for 2012/2013 had been circulated for information. Members were asked to cross out the word draft over the budget column for both receipts and payments.

The Minutes for the Finance and General Purposes Committee meeting held on 13<sup>th</sup> January, 2012 were approved.

The Council agreed to formally adopt the following policies which had been reviewed and now recommended for approval by the Finance and General Purposes Committee.

- Child Protection Policy
- Newick Parish Council – Organisational Structure
- The Parish Council's Custodial Responsibilities for the Village Hall
- Policy Statement – Website Use
- Policy for requirements for portable appliance testing (PAT)
- Grievance Policy
- Health and Safety Policy
- Policy for Access over Newick Parish Council Land
- Severe Weather Policy – Grit Bins
- Policy Statement – Memorial Seats
- Travel Plan
- Policy for Newick Green
- Emergency Plan
- Standings Orders – Reference to relations with press and media – As a Councillor had issued a Statement to the press about the skateboard park without any reference to or agreement from fellow Councillors it was agreed to support the rewording of Standing Order 27 as in the original wording it referred to a Council Policy and the Council did not wish to have a separate formal policy on this. The Clerk would produce a new copy of the Standing Orders for members.

It was further agreed that all policies for the Parish Council would be reviewed only once in a Council term unless regulations changed which made it necessary to review a policy earlier.

## **9 CORRESPONDENCE:**

- 9-1 Emails – Natalie Carron** - These were circulated to Councillors for information over the last month. Emails from Lewes District Crime Reduction Partnership forwarded to members for information.
- 9-2 ESCC – East Sussex, South Downs and Brighton & Hove Waste and Mineral Plan** – copy emailed to Councillors.
- 9-3 Localism Act – Leiston-cum-Sizewell Town Council** – Email and letters enclosed for information. It was noted that a further email had been received requesting the Council to write again on the Localism Act and Planning but the Chairman felt that the Parish Council had already supported this request which had been noted by the Government and that there was little point in pursuing this again.
- 9-4 Action in Rural Sussex** – A letter from Chief Executive relating to re-structuring of AIRS had been circulated for information.
- 9-5 ESCC – Bus Services** – The Councillors had been circulated with a comprehensive reply to enquiries the Parish Council made in September which was noted. The Clerk was asked to write back to ESCC asking why the empty bus running from Uckfield to Haywards Heath at about 18.30 pm in the evening could not operate for the one way journey. The Council noted that this bus was probably being repositioned at Haywards Heath ready for the first service the next morning but felt that it could be used one way in the evening.
- 9-6 Various Newsletters:** The following had been received.
- St. Peter & St. James
  - Applause
  - Ordnance Survey
  - Rural Services Network
  - Campaign to Protect Rural England
  - LCR – The Voice of Local Councils
  - District News
  - Trading Standards
  - Clerks & Council Direct
  - Sussex Police
  - The Journal of Local Planning
  - Youthbank East Sussex
  - Various information relating to NHS

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

**Playing Fields Committee:** Minutes of the Playing Fields Committee held on 13<sup>th</sup> December, 2011 had been circulated. These were approved. It was noted that the recommendations for the skateboarding area had been deferred as shown at the beginning of the minutes.

Monthly Reports: These had been received and noted, showing that there was nothing to be done to any of the items.

**Environment Committee:** No meeting this month.

**The Verge High Street** – nothing further to report.

**Finance and General Purposes Committee** – As minuted under Finance.

**Tree Warden:** Cllr. Mrs. Wickens was given permission to plant one tree somewhere in the area where the Beech tree was removed a couple of years ago to mark the Queen's Diamond Jubilee.. This was subject to discussing the matter with the Sports Pavilion Management Committee. The Council granted an additional £250.00 to the tree budget for this project.

The Council also agreed in principle that Cllr. Mrs. Wickens could pursue the idea of planting a small copse on the far side of the David Manwaring Robertson Playing Field subject to speaking to the Sports Pavilion Management Committee.

Cllr. Mrs. Wickens referred to notification of proposed changes to how Tree Works Applications were to be dealt with in future by LDC. This was mainly a speeding up process which she had no objections to. However it was noted that there was an appeals process in place if the Council did not agree with the recommendations of the Tree Officer. Cllr. Mrs. Wickens recommended that the Parish Council note the changes.

**Newick Rootz** – The notes for this group had been circulated.

**Village Hall** – Cllr. Lucas stated that work to the kitchen at the Village Hall was due to commence shortly and that the Council would be receiving invoices in due course for payment out of the money held by the Parish Council from the Public Buildings Loan.

It was also noted that the Council would be receiving an invoice for additional tables for the village hall, the funding to come out of the grants fund that the Parish Council hold.

**Neighbourhood Watch – Neighbourhood Panel Report** – Cllr. Mrs. Sheppard reported on the Neighbourhood Watch Scheme and how it was working. She still had two Neighbourhood Watch Co-ordinator vacancies to fill Cornwell's Bank and the Jackies Lane/ Harmers Hill area. She asked about the possibility of the police attending the village sometime in the future to advise on home security and property marking. They will offer to mark bikes and perhaps sell home marking kits. It was felt that this could be incorporated in the next Village Information Day Scheme for Clubs and Societies mentioned in item 5-1 of these minutes.

Cllr. Mrs. Sheppard went on to address a concern about an elderly gentleman knocking on doors before Christmas collecting money for the Chelsea Pensioners. After checking with various people such as the police and the Marketing Director of the Chelsea Pensioners it was felt this man may not be legitimate and should be told to go away. If he does call on you please inform Cllr. Mrs. Sheppard or the Police.

It was noted that a letter had been sent to Inspector Woolford about the Newick Neighbourhood Panel in view of the Terms of Reference which had been forwarded to the Council

**Lewes District Association** – Minutes of this meeting had been circulated for information.

11. **Youth Council** – Cllr. Mrs. Smerdon was given permission to prepare a brief on how this would work, who would be involved and with age range of children and young adults to be included in such a youth project. She would also investigate cost and whether there are any parishes in the area already involved in such schemes.

Whilst talking about youth Cllr. Mrs. Smerdon produced an article about how some local pubs were becoming Community Hubs (PUB IN THE HUB) with various facilities such as facilities for the youth and IT.

12. **Website** – The Council were informed that Upper Bridge Enterprises were offering further services for the Newick Website. Cllr. Allen although not present, had recommended that the Parish Council keep the existing system the way it was as this had proved to work. This was supported.

13. **East Sussex Superfast Broadband** – Cllr. Armitage reported that before Christmas he and the Clerk had attended a meeting run by ESCC who were trying to secure funding to improve the Broadband facilities throughout the County. They were encouraging all Parishes and individuals to sign up to requesting an improved service as this would help convince broadband providers. Cllr. Armitage had received the offer of help from two individuals in the village who were helping with this promotion. It was noted that Newick had been advised not to go for the funding being offered by AIRS as it was felt that the facilities generally in Newick were not that bad although there were some areas which could be improved greatly. It was noted that there were areas in East Sussex which still did not receive broadband. The Clerk was asked to ensure the Administrator for the Newick Website flag up again as a matter of importance the item Cllr. Armitage had prepared.

14. **Appointment of Chairman from 1<sup>st</sup> February, 2012 and Delegation of duties** – The Chairman informed the Council that Cllr. John Lucas had been the only Councillor who had shown interest in taking over the Chairmanship of the Council therefore he proposed Cllr. Lucas as Chairman until the May Annual General Meeting of the Council. This was duly seconded by Cllr. Armitage and agreed by Council.

The following responsibilities were approved until May:-

1. Chair Council meeting (JL)
2. Read and comment on Council meeting draft minutes (JL)
3. All Planning issues (except Core Strategy) incl. charring Planning meeting and agreeing draft Minutes (CA)
4. Emerging Core Strategy and potential "Village Plan" – to decide when required
5. All finance issues incl. charring F&GP (CJ)
6. Administration issues incl. advice to Clerk on misc. correspondence. (JL)
7. Maintenance of Standing Orders/Council Procedure Papers (CAllen)
8. Police and Neighbourhood Panel issues (JSheppard)
9. Allotment issues (JSmerdon)
10. Housing issues – Housing Group
11. Newsletter editor (JL)
12. Residual "Save the Chemist" issues – (CJ) would continue if required
13. Other campaigns that may arise in the future – as required
14. Website – (CAllen)
15. Delegated powers between council meetings. (JL)

Composition of the Committees and groups would continue until either May or the next meeting.

The Clerk had circulated members with information from Came & Company relating to A Parish Councillor's Guide to Parish Council Insurance.

Councillor Armitage on behalf of the Council thanked Councillor Jago for all his hard work undertaking the duties of Chairman over the last 4 years or so for the Council. This was unanimously supported by the Council.

15. **Items to be referred to next Agenda.** No new items were raised.

16. **Items not on the agenda which the chairman of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances:**

The Clerk was authorised to forward an email to a parishioner relating to The Fuel Co-op (a local co-operative buying group for home heating oil.

District Councillor informed the Council that LDC would be introducing a Cardboard Recycling scheme for Newick within the next few months. He further stated that LDC were hoping to introduce a "Waste Food" Recycling scheme by the end of the year.

Meeting Closed at 9.25 p.m.

Signed: .....Chairman

Date: .....