

NEWICK PARISH COUNCIL

MINUTES of the Meeting of Newick Parish Council held at 6.00 p.m. on Tuesday, 27th November, 2012 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick.

PRESENT: Councillor J. Lucas (Chairman), Cllrs. C. Armitage, (Vice-Chairman), N. Berryman, C. Jago, Mrs. J. Sheppard, Mrs. J. Smerdon, Mrs. D.J. Sprackling, Mrs. M. Thew, and Mrs C. Wickens.
Mrs. L. M. Farmer (Clerk), and Mrs S Berry (Clerk).
One member of the public attended the meeting.

- 1. APOLOGIES:** Apologies were received from Cllrs. C. Allen and R Houghton and from PCSO Sally-Ann Reed.
- 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:** There was one Declaration of Interest Cllr. Mrs. DJ Sprackling for item 5 Planning 86 Allington Road.
- 3. MINUTES:** It was agreed by those who had been present that the Minutes for the 30th October, 2012 could be signed as a true record.
- 4. QUESTIONS OR STATEMENTS FROM THE PUBLIC:** No questions.
- 5. PLANNING:**
Approval of Planning Committee Meeting Minutes dated 13th November, 2012. The Council agreed that these could be signed as a true record.

APPLICATIONS:

Newick
LW/12/0897

Hazel Wood Jackies Lane

Planning Application - Change of use of part of site from forestry to campsite for a maximum of 9 tepee style tents during April to September (resubmission of LW/11/1422)

The Parish Council objected to this application for the following reasons:-

The plan is out of keeping with the neighbourhood

The infrastructure is inadequate

The proposed site would attract additional heavy vehicles and additional traffic along a narrow lane

The proposed sanitation facilities are inadequate

Potential disruption to wildlife

8 voted to reject the proposal

1 abstention

Members noted that two letters opposing this application had been received.

Newick
LW/12/0910

86 Allington Road

Planning Application - Erection of porch at front

The Parish Council supported this application

APPROVALS:

LW/12/0810 Haven Cottage, Blind Lane

LW/120821 1 North Lodge, High Street

Neighbourhood Plan – The Chairman reported that the Consultation Day on 17th November had been considered to be a success with a very good turnout. Notes of a Neighbourhood Plan Steering Group meeting on 20th November 2012 showed that copies of a letter relating to the Draft Core Strategy had been circulated at that meeting. Cllr Jago stated that the Draft Core Strategy should not be discussed at Neighbourhood Plan Steering Group meetings. The Chairman accepted this but stated that it had been difficult on this particular occasion as the letter referred to covered points relating to both the Neighbourhood Plan and the Draft Core Strategy.

The notes of the Neighbourhood Plan Steering Group meetings of 6th and 20th November were accepted by the Council.

Neighbourhood Plan draft documents (Project Brief, Project Plan, Vision Statement, Consultation Strategy, and Communication Strategy) were approved – proposed by Cllr. Berryman, seconded by Cllr. Mrs Sheppard and agreed unanimously. It was noted that these documents will be available on the Parish Council's website.

It was noted that the Steering Group had been preparing a list of standard questions to be put to landowners and developers, but that this has yet to be finalised. Additional questions and amendments to existing questions were discussed, and it was agreed that the idea was, in principle, a good one and that it should be pursued by the Steering Group.

It was noted that the Parish Council's application for Neighbourhood Area designation had successfully been approved by the Cabinet for Lewes District Council during October.

Proposed extensions to the High Street and Church Road conservation areas were noted. An email received from Tal Kleiman, LDC, on 22 November 2012 stated that any changes to the current designation would be subject to consultation and that this is not likely to happen in the near future.

Draft Consultation Core Strategy Plan LDC – item 13 on the agenda was brought forward.

Cllr. Armitage reported that the Draft Core Strategy document had been approved with some minor changes at the LDC Cabinet meeting on 20th November. He expressed concern about the impact on Newick of potential development at the village boundary in addition to the allocation of 124 dwellings included in the Draft Core Strategy. Discussion followed and it was agreed that clarification was required as to whether or not dwellings on 'windfall sites' which come to light after the Neighbourhood Plan has been finalised would have to be accepted in addition to the 124 dwellings on sites already identified in the Plan. There was further discussion regarding an email from John Kay (CPRE) in which he recommended that the Parish Council should make a formal objection to the Newick total in the Core Strategy, in particular the discussion centred on what number would be appropriate. It was agreed that Cllr. Jago and Cllr. Armitage would draft a letter making representations in response to the Draft Core Strategy and circulate it to Members for discussion at the Parish Council Meeting on January 29th 2013. The Clerk was asked to confirm the start date for the consultation period.

6 MATTERS ARISING:

6-1 Allotments: Nothing to report at present.

6-2 Village Fun Day 2013: Cllr. Mrs Thew reported that the first meeting of the working group had taken place and that letters would shortly be sent out to local clubs and societies inviting them to take part in the event. She reported that she will draft short articles to be included in the Parish Magazine and the Parish Council newsletter

6-3 Bob White re East Sussex, South Downs and Brighton & Hove waste and minerals plan consultation on main modification: It was noted that PAAL will not be disbanding. The Waste and Minerals Plan had formally been supported, however, it had not been signed. Mr. White would let the PC know when this has been done.

7. ACTIONS TAKEN UNDER DELEGATED POWERS BY THE CLERK IN CONSULTATION WITH CHAIRMAN AND/OR VICE-CHAIRMAN

Letter sent to resident of the Parish relating to request for removal van to go on to The Green. The Parish Council garage had been broken into during the week of 22nd October. Fortunately no tools etc. had been taken and repairs to the doors were carried out by members of Newick Rootz.

The Village Maintenance person had reported that he had found a number of areas where equipment in the KGVPF had been graffitied. The graffiti had been removed.

A Letter had been sent to the Cricket Club regarding grass cuttings by Twitten House and a reply had been received. The Clerk was asked to send a letter to the Cricket Club enclosing copies of letters previously sent on this subject. Councillors agreed that the deadline for removal could be extended to the end of March 2013 and that the Cricket Club should be congratulated on achieving Clubmark Status.

Email sent to ESCC Highway Steward regarding sunken pavement outside Village Hall – reply received, repair request has been passed to contractors.

8. FINANCIAL MATTERS

It was resolved that the following payments due for November, 2012 be approved for payment. The Council also agreed the payment made prior to the meeting.

Payments:

Signed during month

Steve Carter – Delivery of Consultation Day flyers

£120.00 200558

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| <i>Approved.</i> | |
| NACCA – Hire of Community Centre for N/Plan Training Day | £27.00 200559 |
| Lindsey Baker – Picnic table in recreation ground, take down flag poles & Repairs to skateboard ramp | £325.00 200560 |
| D. Sankey – Mole Treatment x 2 | £100.80 200561 |
| Qik Group – Portable toilets for Bonfire Night | £408.00 200562 |
| C. Jago – Laptop, software & surge protector for Clerk | £760.00 200563 |
| Viking – printer/copier paper | £59.23 200564 |
| Peter Frost – Internal Audit, interim review 22/11/12 | £98.60 200565 |
| L.M. Farmer – Postage, N/Plan Expenses & Printer | £614.42 200566 |
| S.E. Berry – Postage, Sussex Flag & Toners | £438.44 200567 |
| D.K. Moemken – Pressure washing play area | £115.00 200568 |
| D.K. Moemken – Village Maintenance & digging out sides of play area, Removing weeds and filling with bark | £424.98 200569 |
| L. M. Farmer - Salary for November, 2012 | £709.10 200570 |
| Post Office Counter – NI Tax from Clerks and PC | £210.12 200571 |
| Mrs. Sue Berry – Salary for November, 2012 | £633.79 200572 |
| Total | £5044.48 |

The following payment due to be made by direct debit was noted
Public Works Loan Repayment 3/12/12 **£2501.01**

Authority to approve payments arising in December 2012 was delegated by the Parish Council to the Chairman and the Chairman of Finance and General Purposes as there is no Parish Council meeting in December.

Outturn – The Outturn for the end of October had been forwarded to Councillors for information.

The draft budget for 2013/14 had been circulated to Councillors for consideration and approval at this meeting. Cllr. Mrs. Smerdon asked for any amount in the Environment budget remaining unspent in the current year to be rolled over to the next financial year to pay for projects in the pipeline, this was agreed.

Cllr. Jago outlined the changes to the way that the precept will be calculated by LDC. He stated that at present it is not possible to be certain how Newick will be affected by these changes. A discussion followed as to whether or not the Parish Council should ask for a small increase in the precept for 2013/14 or agree to accept the same overall figure as for the current year. It was agreed that the Parish Council would ask for a precept calculated at a level which would mean that individual householders would pay the same as they did in 2012/13. Taking into account the increased tax base from new houses in Alexander Mead and Allington Road, this would have the effect of increasing the total budget. Subject to this change, the Draft Budget was approved.

The Parish Council agreed to adopt a recommendation by the Finance and General Purposes Committee that the Financial Regulations should be amended as follows:-

20. EXPENSES

The Council's employees and Councillors may claim for reasonable receipted Out of Pocket Expenses incurred whilst performing duties of the Council (including attending approved Courses) outside the Parish of Newick. Car mileage can also be claimed at a rate agreed from time to time by Council.

Any expense likely to exceed £50 including prospective overnight expenses must be authorized in advance by 2 Councillors, one of whom should be the Chairman, Vice Chairman or Chairman of F&GP.

Subsequent clauses in the Financial Regulations will be renumbered.

It was agreed that until further notice the rate per mile that can be claimed as a result of this new Clause should be 45p per mile with future amendments as recommended by NALC.

The Chairman recommended that, as in most cases expense claims from Councillors are for travel costs incurred in order to attend training, the amount set aside in the budget for Councillors' expenses should instead be included in the Training budget. This was approved.

Newick Sports Pavilion had advised Parish Council of the cost of painting the exterior of the Pavilion and asked for a contribution towards the cost. It was noted that the Parish council had paid a grant of £380 to the Sports Pavilion this year and that it had earmarked reserves towards major work. The matter was deferred for further discussion at the next Finance and General Purposes committee meeting.

It was resolved that the Clerk, Mrs Linda Farmer, should be paid the maximum gratuity allowable upon her retirement, subject to agreement being obtained from NALC that this payment can be made.

It was agreed that following her retirement as Clerk to the Parish Council, Mrs Farmer should be paid for two hours a week at her current hourly rate for working as secretary to the Neighbourhood Plan Steering Group. Mrs Farmer will be asked to keep a time sheet of hours worked and the number of paid hours will be subject to review. It was also agreed that Mrs Farmer would be allowed to keep the laptop computer and printer she currently uses for her work on the Neighbourhood Plan. A letter was to be sent to Mrs Farmer informing her of this decision.

Approval was given to update the signage in the playing fields with the new Clerk's contact details.

Councillors were informed that the Clerk (Sue Berry) will be registered with ESCC Superannuation Scheme from 16/10/12. As per the Clerk's contract Mrs. Berry will be paid a "Use of Room" allowance with effect from 1/1/13.

9 CORRESPONDENCE:

- 9.1 Letter from a resident in High Hurst Close regarding a letter she had received from LDC asking her to cut back her hedge, this had been sent as a result of a misunderstanding. It was reported that the Clerk (Linda Farmer) had spoken to the resident and apologised for the error.
- 9.2 Email from ESCC re East Sussex Cultural Strategy consultation – this had been forwarded to Councillors on 2/11/12.
- 9.3 Email from Newick Bonfire Society confirming that they would supply a Christmas tree for the Green. The tree will be erected on Sunday 2 December. The Clerk was asked to write a letter thanking the Bonfire Society.
- 9.4 Letter from Colin Andrews, Lady Vernon Educational Foundation, acknowledging Newick Parish Council's letter and confirming his new address.
- 9.5 Email from ESCC re Countryliner buses – Service 121 had been temporarily taken over by Compass Travel and Service 31 by Heritage Travel. The timetable remained unchanged, and the services would be tendered next spring/summer.
- 9.6 Email briefing from ESCC re Superfast Broadband – forwarded to Cllrs. 9/11/12, email details of the launch of 'Go-e-sussex' campaign forwarded to Cllrs. 19/11/12, & email confirming State Aid Approval had been granted forwarded to Cllrs. 21/11/12. It was agreed that information regarding the campaign should be put on the Parish Council's website and noted that local clubs and societies have already been informed.
- 9.7 East Sussex Fire Authority's Medium Term Plan 2013/14-2017/18 Public Consultation Document. This had been forwarded to Councillors on 9/11/12, no comment was made.
- 9.8 ESCC Parish and Town Council Conference 17/09/12 attended by Clerk & Chairman. A copy of the slides and Workshop summary had been forwarded to Councillors on 30/10/12.
- 9.9 SALC – re nominations for Smaller Council's Committee. This had been forwarded to Councillors on 31/10/12, no comments had been received.
- 9.10 Letter from SALC to Eric Pickles MP, Communities Secretary re Localism Act. Copies had been circulated to Councillors with the agenda.
- 9.11 Email from resident thanking Parish Council and Newick Rootz for improvement work which had been done to local footpaths during the year.
- 9.12 Email from LDC re Community Right to Bid (CRTB) stating that information about CRTB could be found on the LDC website. This had been forwarded to Councillors on 12/11/12.
- 9-13 **Various Newsletters:** The following had been received and would be distributed via the Members' envelope:-
 - CPRE – Sussex Review Magazine, Winter 2012
 - Office Supplies catalogue from Viking
 - ESCC – Your County, Autumn 2012
 - ESCC Health Overview and Scrutiny Committee newsletter, November 2012
 - Rural Services Network – Weekly Email News Digest received during November
 - Rural Services Network – Leader programme
 - St Peter & St James Hospice – Newsletter, Summer 2012
 - Wicksteed playscapes – flyer
 - Proludic – Children's play equipment
 - Clerks & Councils Direct, November 2012
 - 3VA – Newsletter, Winter 2012/13

10. COMMITTEES' & Councillors' Reports:

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

Councillor Armitage reported that, following advice received, the cavity under the skateboarding ramp would not be filled with soil, however, he had received a quote for filling it with rock wool which he was looking into. This matter was to be referred to the next Playing Fields committee meeting.

Monthly Reports: The monthly Play Area Inspection Report had been received, no equipment had been identified for repair.

Environment Committee: It was agreed by those who had been present that the minutes of the Environment Committee Meeting held on 13th November 2012 could be signed as a true record.

Details of a scheme to install a Village Gateway Feature at either end of the village had been investigated by the Environment Committee and examples of the designs used elsewhere had been circulated to Members. The cost of this work had been estimated at £4,000. The Parish Council was asked to confirm whether or not it supported this proposal in principle so that further research could be carried out. A vote was taken, two members were in favour and five were against the proposal, there were two abstentions. It was agreed not to pursue this proposal.

It was noted that a meeting with Officers from ESCC relating to the verge along the High Street had been arranged for 28th November 2012.

It was reported that a meeting had taken place with Sgt Jenny Abura to discuss the setting up of a local group to be trained in the use of a speed gun in order to deter speeding traffic within the village. Notes from this meeting had been circulated to Councillors with the agenda. Councillor Armitage stated that since this meeting it had been confirmed that the speed gun and other equipment would be supplied by Sussex Police at no cost to the Parish Council. This would be a joint venture with Chailey Parish Council, although it was understood that Chailey have not yet formed a group. Councillor Armitage confirmed that he had the names of eight volunteers and that Cllr. Houghton had agreed to act as the group coordinator. Councillor Armitage confirmed that he would send the details of the volunteers to Sussex Police.

Finance and General Purposes Committee: It was agreed by those that had been present that the Minutes of the Finance and General Purposes Committee held on 13th November could be signed as a true record.

Tree Warden: Tree Preservation Order (No.5) 2012 (Variation Order) – Land at 30-38 Allington Road, Cllr. Mrs. Wickens reported that she had reviewed the Order and that there were no problems.

It was reported that a meeting had taken place with Simon Young, Cllr. Mrs Wickens, Cllr. Mrs Smerdon plus several members from Newick Rootz who gave advice on Ash Dieback Disease and was going to check the rest of the Ash trees with TPOs in the Parish.

Cllr. Mrs Wickens reported that resurfacing work had been carried out on footpath 4a, 4d and bridleway 16 (Cockfield Lane), however, work to bridleway 16 had been temporarily suspended as a result of adverse weather conditions but was still hoped to be completed by Christmas.

Newick Rootz: Cllr. Mrs Wickens reported that members of Newick Rootz would be taking part in a Hedge Laying Day which was being put on by the Woodland Trust on 30th November 2012.

Neighbourhood Watch – Panel Report – Cllr. Mrs. Sheppard reported that wheels had been removed from a Citroen car which had been parked near to the shops in Newick Drive. A further report had been received that wheels had been removed from another Citroen vehicle parked elsewhere in the neighbourhood. Members noted the PCSO Sally-Ann Reed's report which had been circulated.

Newick Neighbourhood Panel: The Clerk reported that a letter had been received from the Chair of Newick Neighbourhood Panel stating that she would supply dates of forthcoming meetings after the December Chairs of Lewes District Neighbourhood Panels meeting when all the dates would be agreed for 2013.

Village Hall – The Clerks reported that a meeting had been held with the Chairman and the new Treasurer of the Village Hall Management Committee (VHMC) to discuss the financial relationship between the Parish Council and the VHMC. The Chairman of the VHMC had since written to confirm that his committee had plans to install cavity wall and loft insulation and to upgrade the store room over the coming 12 months and that they do intend to use the balance of the loan taken out by the Parish Council to fund improvement works.

Lewes District Association – No report

11. **Headed Paper** – A proposal from the Clerk to set up an electronic letter template in place of the existing pre-printed headed paper when existing stocks run out was approved.
12. **Village Handy Person** – It was noted that a reference had been received for the new Village Handy Person and that a second reference was being pursued.
13. **Draft Consultation Core Strategy Plan LDC** – This item was dealt with under item 5 Planning, see above.
14. **Items for Newsletter** – The Clerk asked for items to be included in the Parish Council Newsletter to be submitted by 3 December. The following articles were proposed:-
Village Fun Day – Cllr. Mrs Thew
Environment Report – Cllr Mrs Smerdon
Draft Core Strategy – Cllr Armitage
Chairman’s Report – Cllr Lucas
ESCC Broadband campaign – already received
CTLA Dial a Ride – already received
15. **Items to be referred to the next Agenda** - None

Meeting Closed at 8.00 p.m.

Signed:Chairman

Date: