

Newick Parish Council

Minutes of the Annual Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 28th May 2013 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick.

Present: Councillors C. Allen, C. Armitage, N. Berryman, R. Houghton, C. Jago, J. Lucas, Mrs. J. Sheppard, Mrs. J. Smerdon, Mrs. D.J. Sprackling, Mrs. M. Thew, and Mrs C. Wickens.

In Attendance: Mrs. S. Berry (Clerk), Mr J. Sheppard (LDC & ESCC Councillor), PCSO Sally-Ann Reid
Four members of the public were present

- 1. Election of Chairman and Declaration of Acceptance of Office** – One nomination had been received proposing Cllr. John Lucas as Chairman. This was unanimously supported by the Council and Cllr. Lucas was duly elected as Chairman. The Declaration of Acceptance of Office was signed.
- 2. Election of Vice-Chairman** – It was resolved that Cllr. Chris Armitage be elected as Vice-Chairman.
- 3. Apologies for Absence and to consider whether to approve reasons given** – No apologies had been received.
- 4. 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**
The following disclosures were made: - Cllrs. Armitage, Houghton and Mrs Thew – members of Newick Village Society, Cllr. Mrs Sprackling – wife of Chairman of Newick Rugby Club, Cllr. Mrs Smerdon – Newick Allotment Society, Cllr. Allen – Newick Village Hall Management Committee, Cllr. Armitage – employed by HMRC.
- 5. Questions or Statements by Members of the Public.**
PCSO Sally-Ann Reid's Monthly Report – PCSO Sally-Ann Reid gave her monthly report which was noted by Councillors. She agreed to follow up an enquiry by Councillors regarding outstanding training for use of the Speed Gun.

It was resolved that item **18.8 Sports Pavilion** would be brought forward in order to assist the Chairman of Newick Sports Pavilion Management Committee (NSPMC) who had attended the meeting. It was noted that Planning Permission would not be required for the proposed storage shed on the King George V Playing Field, and that permission would not be required from Fields in Trust. It was agreed that NSPMC could proceed with the purchase and erection of the storage shed at the agreed location.

It was resolved that item **15 Planning** would be brought forward in order to assist two members of the public who had attended the meeting.

Planning:

It was agreed by those who had been present that the minutes of Planning Committee Meeting held on 14th May 2013 could be signed as a true record.

15.1 Applications

Newick

LW/13/0285

9 Growers End Newick

Planning Application - Erection of roof over front door and two storey rear extension. The Parish Council unanimously opposed this application on the following grounds:-

The size of the extension would be disproportionate and would be out of keeping with neighbouring properties.

Residents in adjoining properties either side would suffer overshadowing, overlooking, and loss of privacy.

The Parish Council noted that letters of objection to this application had been received from three nearby residents, one of whom spoke at the meeting to inform Councillors of the reasons for his objections.

Newick

LW/13/0298

1A The Green Newick

Planning Application - Installation of photovoltaic panels on flat roof. The Parish Council supported this application following a vote in which 7 Councillors supported the application, 2 opposed it and 2 abstained.

Newick
TW/13/0031/TCA

Garden Cottage, 25 High Street

Purple Plum – Cut down

The Parish Council questioned why the tree needed to be removed and asked the Clerk to request further information from Lewes District Council .

15.2 Approvals/Refusals etc. It was noted that a letter of objection had been received to application LW/13/0296 which had been considered by the Planning Committee on 14th May 2013.

15.3 Neighbourhood Plan – Report by Steering Group and Approval of Documents. Notes from Neighbourhood Plan Steering Group meetings held on 7th and 28th May 2013 had been circulated for information and the Chairman gave a verbal report on the progress to date. It was agreed that the Steering Group should be congratulated for the high quality of the work that had been produced. It was noted that a grant application to Community Development Foundation had been successful, but that the amount of the grant could not cover any payment for the assistance of the former clerk. It was agreed that the following draft documents should be approved and made available to the public at the Consultation Day on 8th June 2013:- Project Plan Update Version 3, Updated Project Brief Version 3, Land Availability Report, Character Assessment (subject to some minor amendments to be made by the Steering Group), Requirements of Clubs and Societies, Sustainability Scoping Appraisal, and Survey of Young People's Views. It was agreed that the finalisation of the report of Responses to the Local Businesses Questionnaire should be delegated to the Steering Group.

15.4 LDC Site Allocations and Development Management Development Plan – ‘Call for Sites’- Letter from LDC Planning Officer had been copied to Councillors on 1st May 2013. It was agreed that no response was required as the issues were being covered as part of the Neighbourhood Plan project.

6 Delegation of Powers to the Clerk, Chairman and Vice-Chairman – It was resolved that powers should be delegated to the Clerk, the Chairman and Vice-Chairman in accordance with the Parish Council's Standing Orders and Financial Regulations.

7 Appointment of Committees and Working Groups – The following appointments were approved:-
Planning Committee – The Planning Committee would be disbanded and all members of the Council would meet to consider planning applications
Environment Committee – Cllrs. Allen, Berryman, Houghton, Mrs Sheppard, Mrs Smerdon and Mrs Sprackling
Playing Fields Committee – Cllrs. Armitage, Mrs Smerdon, Mrs Sprackling, Mrs Thew and Mrs Wickens
Finance and General Purposes Committee – Cllrs. Houghton, Jago, Lucas and Mrs Thew
Neighbourhood Plan Steering Group – Cllrs. Allen, Lucas, Mrs Sheppard, Mrs Smerdon, Mrs Thew and Mrs Wickens
Allotments Working Group – Cllrs. Allen, Houghton, Jago and Mrs Smerdon
Emergency Plan Coordinator – Cllrs. Allen and Mrs Sheppard
Tree Warden and Public Footpaths – Cllr. Mrs Wickens
Neighbourhood Watch – Cllr. Mrs Sheppard
Housing Group – It was agreed that the Housing Group would be disbanded
Youth Council – Cllrs. Mrs Smerdon and Mrs Sprackling
Skateboard User Group – No appointments were made to the Skateboard User Group which is a sub group of the Playing Fields Committee.

8 Appointment of Representatives to Trusts and External Organisations – The following appointments were approved:-

Newick Sports Pavilion Management Committee – Cllrs. Mrs Thew and Mrs Wickens

Newick Village Hall Management Committee – Cllr Allen

East Sussex Association of Local Councils – It was noted that appointments to this body were made from the Lewes District Association of Local Councils

Lewes District Association of Local Councils – Cllrs. Allen and Mrs Smerdon

Trustees of the Lady Vernon Trust – Mr C. Andrews, Mrs S. Armitage, Mr P Cumberlege, Mrs E Duncton, Mrs S Hill and Cllr. Mrs Smerdon

Newick Rootz – Cllr Mrs Wickens

9 Review of the Risk and Management Controls Document – The comments made by the Internal Auditor regarding the review of risk and management controls were noted. It was agreed that the Clerk should check to confirm whether or not Standing Orders and Financial Regulations were required to be reviewed

on an annual basis and authority was delegated to the Finance and General Purposes Committee to decide the formal remit for the allotment group.

10 Approval of the dates and times of Meetings of the full Council, the Annual Parish Meeting, and Committee Meetings – It was agreed that Council meetings and committee meetings would be held as shown on the draft schedule circulated to Councillors in advance of the meeting. It was agreed that the Annual Parish meeting would be held on Wednesday 16th April 2014 at Newick Village Hall and that the Clerk would confirm the hall booking.

11 Review of Grants and Rents – The Parish Council resolved to adopt the recommendation in the 2013/14 budget for grants as follows:-

<u>Grants</u>	<u>2013/14 Budget</u>
Churchyard	£590
Village Hall	£1400
Sports Pavilion	£380
Community Care Ass.	£200 (S.137 Local Govt Act 1972 when PC does not have Power of Wellbeing)
Neighbourhood Watch	£100
Miscellaneous Grants	£250

It was resolved that rents for use of the King George V Playing Field, Manwaring Robertson Field and The Green should remain the same as for 2012/13.

<u>Rents</u>	<u>2012/13</u>
Cricket Club	£230
Football Club	£230
Stoolball Club	£87
Fairs etc.	£100
Rugby Club	Rent waived in return for maintenance of Manwaring Robertson Field

12 Approval of the minutes of Parish Council Meeting held 30th April 2013 – It was agreed by those who had been present that the Minutes of the Parish Council Meeting held on 30th April 2013 could be signed as a true record.

13 Matters Arising – A report from the Clerk regarding the following matters arising from the meeting of 30th April 2013 was noted:-

Agenda item	
7	Site meeting with Kyra Berry from LDC re litter bin near to Community Centre took place 3/5/13. The bin had since been replaced.
15	Cllr. Berryman had been booked to go on a New Councillors' Training Course on 19 th June at Littlehampton.

14 Action taken by the Clerk under Delegated Powers in consultation with Chairman and/or Vice-Chairman

A letter had been sent to residents of The Green advising them of events planned to take place on The Green in 2013.

An advertisement for a replacement Village Handy Person had been placed on the Parish Council Notice Boards and on the Village Website. Temporary arrangements were being made for Handy Person duties to be covered as the Village Handy Person had not been carrying out his duties and had not responded to attempts to contact him. It was agreed that a letter should be sent confirming that his services were no longer required.

15 Planning: This item had been brought forward – see above

16 Financial Matters:

16.1 Authorisation of Payments for May 2013 – It was resolved that the schedule of payments be approved:-

Payee	Item	Invoice Amount	Cheque Number
NVHMC	Hire of hall for Annual Parish Meeting	£82.20	200638
Newick School Association	Grant for Archaeological Project	£600.00	200639
J. Lucas	Travel Expenses J. Lucas & J. Smerdon to attend Neighbourhood Planning Networking meeting	£32.80	200640
Peter Frost	Internal Audit 13/5/13	£167.60	200641
Sussex Association of Local Councils	Chairmen's Networking Day 12/6/13 x 2 places	£120.00	200642
S.E. Berry	Clerk's Expenses:- postage, stationery, copier paper, toners, phone/broadband, Use of home as office, Banner for Neighbourhood Plan, Refuse Sacks	£511.61	200643
S.E. Berry	Clerk's Salary	£623.76	200644
East Sussex Pension Fund	Pension contributions from Clerk & PC	£169.03	200645
D. Sankey Ltd.	Mole Treatment - KGV Playing Field	£50.40	200646
Total		£2,357.40	

16.2 Statement of Performance against budget (Outturn) as at end April 2013 – This had been circulated to Councillors for information and was noted.

16.3 Internal Audit of Annual Return – The Internal Auditor's report had been circulated to Councillors. It was agreed that the Finance and General Purposes Committee should consider changing the accounting system from Income and Expenditure to a simpler Receipts and Payments system. The Clerk was thanked for producing the end of year accounts.

16.4 Approval of Accounting Statements 2012/13 for Annual Return – The Annual Governance Statement and Accounting Statements from the Annual Return were approved and the Chairman was authorised to sign the Annual Return to be sent to the external auditor.

17 Correspondence:

17.1 Letter from Chailey Parish Council confirming it did not support the development of a Neighbourhood Plan at present, and asking Newick Parish Council to consider setting aside funds towards the provision of a pedestrian refuge on the A272 near Lower Station Road. It was agreed that funds would not be set aside for pedestrian refuge in Chailey Parish and that a letter would be sent confirming this.

17.2 Email from Demsoc regarding community action around waste and recycling in Lewes District – forwarded to Councillors 1/5/13. Noted.

17.3 Email from Chairman of NALC thanking members for encouraging MPs attendance at the All Party Parliamentary Group on local democracy – forwarded to Councillors 1/5/13. Noted.

17.4 Statement from Lewes District Council regarding withdrawal of Kuwaiti European Holdings Company from proposed water park development in Newhaven. Forwarded by Cllr. Mrs Sheppard 2/5/13. Noted.

17.5 Email from SSALC regarding Chairmanship Briefing Session 2/7/13 – forwarded to Councillors 3/5/13. Noted.

17.6 Letter from Newick Horticultural Society requesting permission to use The Green for Annual Show and Dog Show 7/9/13. The marquee would be erected Thursday 5th and removed either Sunday 8th or Monday 9th September. This was agreed.

17.7 Email from Don McBeth, LDALC, reporting repair of wooden finger post by ESCC. Noted.

17.8 Email link to background documents for presentation on Rampion Wind Farm Application – forwarded to Councillors 9/5/13. Noted.

17.9 SSALC May newsletter – forwarded to Councillors 13/5/13. Noted.

17.10 Email from resident of Oxbottom Lane thanking NPC for its support and stating that LDC Planning Enforcement had indicated that it would not take any action in response to their complaint. It was agreed that the Clerk should contact LDC to request a response to its letter of 15th May 2013.

17.11 Email from Sussex:Placenet regarding planned events. Forwarded to Councillors 16/5/13. No further action

17.12 Email from ESCC regarding planned workshops to explore joint working to ensure people are supported to stay independent and kept safe. Forwarded to Councillors 16/5/13. Noted.

17.13 LDALC notes from Meeting with the Chief Constable, response to questions asked by Parish Councils – forwarded to Councillors 16/5/13. It was agreed that LDALC should be contacted to check what was actually said by the Chief Constable in response to questions asked by Newick PC as the answers recorded in the Minutes were not satisfactory.

17.14 Requests received from Rugby Club and Cricket Club for maintenance work to be procured via Parish Council. Please note extract from NALC Legal Topic Note LTN32 January 2011. It was agreed that according to Legal Topic Note it would not be legal for the Parish Council to procure work on behalf of the sports clubs and that letters should be sent confirming this.

17.15 NALC Chairman's update on meeting with DCLG Minister – forwarded to Councillors 21/5/13. Noted.

17.16 Letter from Rugby Club advising work planned for rugby pitch end May/early June. Noted.

17.18 The following had been received during May and would be distributed via the Members' envelope:- Rural Services Network – Monthly Bulletin May 2013, Weekly news digest 13th, 20th, & 28th May, Rural Vulnerability Service bulletins 15th, 27th & 30th May.

3VA – eNewsletter Issues 111, 112, 113 & 114 and Summer 2013 newsletter

Lewes Town & Rural Neighbourhood Watch Association - newsletter May 2013

Fields in Trust - May ezine

SLCC - news bulletin 15th May 2013 and The Clerk Magazine May 2013

ESCC Trading Standards – tsconnect Issue 24 May 2013

Clerks & Councils Direct – May 2013 Issue 87

St Peter & St James Hospice newsletter – Summer 2013

18 Committees' and Councillors' Reports:

18.1 Playing Fields Committee – No meeting this month

It was noted that arrangements had been made for the Play Area to be inspected as part of a bulk order with Lewes District Council

The monthly inspection reports had been received from Lewes District Council, no equipment was identified for repair.

18.2 Finance and General Purposes Committee – No meeting this month

18.3 Environment Committee – It was agreed by those who had been present that the minutes of the Environment Committee meeting on 14th May 2013 could be signed as a true record.

It was agreed to accept the recommendations of the Environment Committee that the S.106 transport fund from the Alexander Mead Development should be used to install a paved footway and kerbing on the south side of The Green. It was also agreed that additional kerbing should be installed at the same time at a cost to the Parish Council of £4500, this to be met from reserves.

It was agreed that consideration should be given to providing layby parking on High Street if funds were to be made available from the Community Infrastructure Levy at some time in the future. This would be taken into account during the development of the Neighbourhood Plan.

It was agreed that the proposal by the Environment Committee to commission an agronomist's report on the condition of The Green at a cost of approximately £300 to £400 would not be pursued at the present time.

It had been proposed by the Environment Committee that bookings for the Circus and the Fun Fair on The Green should be at least one month apart. This was not agreed.

It was agreed that Cllr. Houghton should carry out research into parking and delivery problems relating to the shops on The Green following concern that delivery lorries were damaging the grass because they were unable to park in the parking area.

Cllr. Jago gave his apologies and left the meeting at 9.00 p.m.

18.4 Tree Warden –

It was agreed to accept the quotation from Tree Wise for work to the Oak Tree at the junction of Powell Road and Oldaker Road. It was noted that Tree Wise would make the TPO application on the Parish Council's behalf for an additional charge of £20. The Clerk was asked to ensure that the contractor had adequate public liability insurance in place.

A report had been received that one of the cherry trees on KGV Playing Field was dead. An inspection and quotation for removal had been requested.

18.5 Newick Rootz – The notes from the meeting of Newick Rootz held on 10th May 2013 had been circulated in advance by email and were noted.

18.6 Neighbourhood Watch – Cllr. Mrs Sheppard gave a verbal report on Neighbourhood Watch issues which was noted.

18.7 Newick Village Hall Management Committee (NVHMC) – An email had been received from NVHMC outlining its planned upgrade projects for 2013/14 and giving the estimated cost. It was agreed that an acknowledgement should be sent confirming that the expenditure could be funded from the balance of the Public Works Loan Board loan.

Cllr. Allen and the Clerk confirmed that they had received the documentation required under the Village Hall Audit Plan. It was agreed that the Finance and General Purposes Committee would reconsider the amount of information to be requested in future and that the Chairman of NVHMC should be invited to attend the F&GP committee meeting to discuss this.

18.8 Newick Sports Pavilion Management Committee – This item had been brought forward – see above

Cllr. Mrs Sprackling gave her apologies and left the meeting at 9.20 p.m.

18.9 Allotments – Cllr. Mrs Smerdon gave a verbal report on the progress made at the Cricketfield allotment site and with the newly formed Allotment Society. It was agreed that the Clerk would clarify the position regarding public liability insurance for the site.

18.10 Confidential Item – The Clerk updated the Council on a confidential matter. The contents of a letter to be sent in connection with this matter were agreed.

18.11 Emergency Plan/Community Resilience – Cllr. Allen reported that the update of the Emergency Plan was complete and would be considered by the F&GP committee in July.

18.12 Revised Structure of ALC bodies – The Chairman gave a verbal report on the AGM of the newly constituted East Sussex Association of Local Councils which he attended on 17th May 2013.

19 Village Website – Cllr. Berryman reported that the costs of setting up and running a new village website had been confirmed and were as reported at the Parish Council meeting on 30th April 2013. It was agreed that the new website should go ahead and that the software licence and website hosting agreement could be signed.

20 Proposal from Newick Village Society to hold Village Festival in 2014 – Cllr. Mrs Smerdon agreed to act as the Parish Council representative on the committee being set up to run the Village Festival in 2014. Cllr. Mrs Thew also agreed that she was prepared to take a minor part in the organisation of the event.

21 Newsletter – It was agreed that the following items should be included in the next edition of the Parish Council newsletter:- Article on the Cricketfield Allotment site (Cllr. Mrs Smerdon), Update on the Speed Watch project (Cllr. Houghton), Thanks to Downs Energy for supplying mineral fibre for the skateboard soundproofing work (Cllr. Armitage), Neighbourhood Plan update (Cllr. Lucas), and Litter and an update on the Village Handy Person situation (Clerk). All articles to be sent to the Clerk by 17th June.

22 Items to be referred to the next Agenda – no items were referred to the next agenda.

The meeting closed at 9.57 p.m.

Signed:Chairman

Date: