

Newick Parish Council

Minutes of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 26th November 2013 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick.

Present: Councillors C. Allen, C. Armitage, R. Houghton, C. Jago, J. Lucas (Chairman of the Parish Council), Mrs J. Sheppard, Mrs J. Smerdon, Mrs M. Thew, and Mrs C. Wickens.

In Attendance: Mrs S. Berry (Clerk),
PCSO Sally-Ann Reed
District and County Councillor Mr J. Sheppard
One member of the public was present

1. **Apologies for Absence and to consider whether to approve reasons given:** – Apologies had been received from Cllr Berryman (prior family engagement) and Cllr. Mrs Sprackling (illness). It was resolved to approve the reasons given for these absences.
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:** - Cllr. Allen disclosed that he was a member of Newick Village Hall Management Committee (item 12.7), and Cllrs. Armitage and Houghton declared that they were members of Newick Village Society.
3. **Questions or Statements by Members of the Public:**
PCSO Sally-Ann Reed gave her monthly report which was noted.

Cllr. Mrs Smerdon joined the meeting at 7.05 p.m.

PCSO Sally-Ann Reed and a member of the public left the meeting at 7.07 p.m.

4. **Appointment of Vice Chairman and Lead Councillor for Planning:**
Cllr. Berryman had been proposed and seconded for the position of Vice Chairman of the Council. This was confirmed by a vote of seven in favour and two abstentions. It was agreed that Cllr. Jago would take over the position of Lead Councillor for Planning and Cllr. Armitage would deputise in his absence.
5. **Exclusion of the press and the public:** It was resolved that the press and the public should be excluded when discussion took place under agenda item 16 in view of the commercially sensitive nature of the matters to be discussed (Standing Order 1c).
6. **Approval of the minutes of Parish Council Meeting held 29th October 2013** – It was agreed by those who had been present that the Minutes of the Parish Council meeting held on 29th October 2013 could be signed as a true record.
7. **Matters Arising** – A report from the Clerk regarding the following Matters Arising from meeting of 29th October was noted:-

Agenda item	
5	Matters Arising Alexander Mead Development – letters had been sent to Hastoe Housing Association and the Housing Minister. The recently received response sent on behalf of Kris Hopkins MP was noted.
5	Matters Arising Christmas Tree for The Green – Mandy Stockwell from PCC had expressed an interest in organising carols around the tree. The Parish Council confirmed that it would be happy for this event to take place over the weekend of 21 st /22 nd December.
8.3	Cllr. Allen had carried out a comparison between the new model Standing Orders and the Parish Council's current Standing Orders and it was noted that the matter would be considered by the Finance and General Purposes committee in January 2014.
13	It was reported that the presentation by Sussex Police on Operation Crackdown would be approximately 15-20 minutes long. It was agreed that the Clerk should confirm the provisional booking for this presentation to be made at the Annual Parish Meeting on 16 th April 2014.

15	Items to be referred to the next Agenda (High Street Parking) – The Clerk apologised that this item had been omitted from the agenda in error.
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8. Action taken by the Clerk under Delegated Powers in consultation with Chairman and/or Vice-Chairman: There were no actions to be reported.

9. Planning:

9.1 Approval of the minutes of the Parish Council Planning Meeting held 12th November 2013: It was agreed by those that had been present that the minutes of the Parish Council Planning Meeting held on 12th November 2013 could be signed as a true record. Cllr. Jago confirmed that he would draft a response to the presentation given at the meeting by representatives of Newick Village Society (NVS).

9.2 Applications:

<p>Newick LW/13/0724 Case Officer: Miss Michelle Gardiner</p>	<p>81 Western Road Planning Application - Loft conversion and erection of a detached triple garage with office over. The Parish Council supported this application.</p>
<p>Newick LW/13/0727 Case Officer: Miss Michelle Gardiner</p>	<p>4 High Hurst Close Planning Application - Erection of two storey side and rear extensions and alterations. The Parish Council supported this application.</p>
<p>Newick LW/13/0740 Case Officer: Miss Amanda Collison</p>	<p>Marbles 7 High Street Listed Building Consent Application - Conversion of store room to utility room with new door and insertion of new connecting door to the kitchen and location of alarm box to side elevation. The Parish Council supported this application.</p>

9.3 Arrangements for commenting on any urgent planning applications during December 2013: It was agreed that Lewes District Council should be asked to allow extra time for comments on any planning applications which appear on the planning lists during the weeks commencing 9th and 16th December.

9.4 Tree Works Applications

TW/13/0094/TCA Marbles Barn, High Street – It was noted that the Parish Council’s Tree Warden had raised no objection to this application.

9.5 Approvals/Refusals etc. It was noted that permission had been granted by Lewes District Council for application **TW/13/0089/TCA** tree works at The Manor House, 75 Church Road.

9.6 Neighbourhood Plan – Report by Steering Group – Copies of the notes from the Neighbourhood Plan Steering Group meetings held on 7th and 19th November 2013 had been circulated and were noted. It was noted that the Parking Survey had been made available on the website, and that the press release had been published in the Sussex Express. It was agreed that the Steering Group should consult East Sussex County Council Highways Department on matters relating to the Neighbourhood Plan. Copies of the draft Sustainability Appraisal Scoping Report had been circulated in advance and the document was approved for publication, subject to a minor alteration to paragraph 1.6.

It was agreed that the Clerk would acknowledge the correspondence received prior to and following the publication of the November newsletter.

10. Financial Matters:

10.1 Authorisation of Schedule of Payments for November 2013 – It was resolved that the schedule of payments be approved.

Payee	Item	Invoice Amount	Cheque Number
Signed During the Month			
Action in rural Sussex	AirS/SALC AGM Conference	£48.00	200714
Waiting to be signed			
Qik Group Ltd	Portable toilets for Bonfire Celebrations	£408.00	200715
The Society of Local Council Clerks	Annual Subscription	£129.00	200716
J. Lucas	Mileage claims (attendance at 3 conferences)	£58.95	200717

Lewes District Council	Annual play area inspections (£150) Monthly play area inspections (£177.98)	£327.98	200718
Mr S. Carter	Delivery of November newsletter	£120.00	200719
Mrs SE Berry	Clerk's Salary	£563.07	200720
Post Office Ltd	Tax & NI contributions from Clerk & PC	£160.87	200721
East Sussex Pension Fund	Pension contributions from Clerk & PC	£200.04	200722
Mrs SE Berry	Clerk's Expenses (see detailed breakdown)	£491.93	200723
Sandra Orwin	Village Maintenance	£225.00	200724
Peter Frost	Internal Audit	£87.10	200725
Total		£2,819.94	

Income in November 2013

Cooperative Bank interest	£3.81
Barclays Bank interest	£66.41
Recycling toner cartridges	£39.35
Total	£109.57

It was agreed that a donation of £20 should be made towards a retirement gift for Gordon Stevenson, Principal Engineer from Lewes District Council, in recognition of his assistance with and support for Newick village projects. This payment would be made using the Council's Power of Wellbeing.

Concern was expressed that a significant amount of the Parish Council's funds were held in the Cooperative Bank, which had reportedly been experiencing financial difficulties. It was agreed that Cllr. Jago would research the alternative options available, taking into consideration the requirement for paying in funds at the Post Office and the likely future use of electronic payments.

10.2 Approval of arrangements for making payments during December 2013: It was agreed that authority would be delegated to The Chairman of the Parish Council and the Chairman of the Finance and General Purposes committee to approve payments and sign cheques in December 2013.

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

10.4 Request from Citizens Advice Bureau (CAB) to be considered for annual funding: It was agreed that grants of £50 each should be made to Lewes and Seaford CAB and Wealden (Uckfield) CAB.

10.5 Approval of draft budget for 2014/15:

Copies of the updated draft budget for 2014/15 had been circulated in advance and the budget was approved on the basis that the charge for Newick residents (Band D equivalent) would remain the same as for 2013/14. It was noted that the Tax Base figures from Lewes District Council would not be available until after 30th November and that the final calculation of the precept could not be carried out until these figures had been received.

10.6 To note report from Internal Auditor: It was noted that an Internal Audit had been carried out on 21st November 2013 and that the Auditor's recommendations would be considered by the Finance and General Purposes committee.

11. Correspondence to be noted:

11.1 East Sussex Pension Fund – Annual Employers Forum 13/11/13 – The Clerk would attend.

11.2 ESCC Trading Standards Community Engagement Event 27/11/13 – This had been forwarded to Councillors 23/10/13.

11.3 ESCC Fire and Rescue Service – Press Release to encourage volunteers – This had been forwarded to Councillors 25/10/13, displayed on notice boards and forwarded to the Parish Magazine editor.

11.4 Letter from resident of Church Road requesting permission to run telephone cable under part of KGV Playing Field. The Parish Council agreed that the resident's suggestion would be impractical and costly and it was hoped that BT would be able to find an alternative route for the cable.

11.5 Norman Baker MP – LocalGiving.com 'Grow Your Tenner Campaign' – this was to be forwarded to local community groups

- 11.6 Email from landowner asking for dog walkers to be encouraged to stick to official rights of way. It was agreed that an article would be put in the newsletter.
- 11.7 Lewes District CAB – AGM 27/11/13 – This had been forwarded to Councillors 15/11/13.
- 11.8 LDC – Invitation to attend briefing on S.106 agreements and their use for play facilities – Forwarded to Councillors 15/11/13 – As no councillors would be available, it was agreed that the Clerk would attend on behalf of the Parish Council and that overtime would be paid.
- 11.9 East Sussex Mobile Outreach Service – request to come to Newick in June & November 2014 – This had been forwarded to Councillors 18/11/13. It was agreed that the Outreach Service would be welcome to come to Newick but that they should be asked to consider changing the day or liaising with the Mobile Office to avoid both vans being on The Green at the same time.
- 11.10 Mid Downs Medical Practice – Approval being sought to open a dispensary in South Chailey. It was proposed that an urgent meeting with the Practice Manager should be sought in order to advise that the Parish Council was against the proposal to open a dispensary at South Chailey and would fight it. This was agreed with six votes for the proposal, one against and two abstentions.
- 11.11 The following had been received during November and would be circulated via the Members' Envelope:-
Rural Services Network Email news digest 30th September, 5th, 11th & 25th November, Rural Vulnerability Service 20th November, and Rural Opportunities Bulletin November 2013.
Society of Local Council Clerks The Clerk magazine November 2013
East Sussex Health Overview and Scrutiny Committee Newsletter November 2013
3VA Newsletter – Winter 2013
CPRE – Sussex Review Autumn/Winter 2013, Field Work Winter 2013, Countryside Voice Winter 2013.
War Memorials Trust Information about preserving local war memorials.

12. Committees' and Councillors' Reports:

- 12.1 **Playing Fields Committee** – There had been no meeting this month.
 It was noted that the monthly inspections carried out by Lewes District Council showed no work to be done.
 Costs for carrying out some of the repairs identified in the annual play area inspection had been received from Wicksteed Leisure. It was agreed that the repair work should go ahead at a cost of £1365.77 plus VAT. It was noted that prices were still awaited from Monster Play.
- 12.2 **Finance and General Purposes Committee** – There had been no meeting this month.
- 12.3 **Environment Committee** – It was agreed by those who had been present that the minutes of the Environment Committee meeting held on 12th November 2013 could be signed as a true record. A question was raised as to whether the meeting had been quorate, the Clerk confirmed that the Terms of Reference for the Environment Committee stated that the quorum was three, however, Standing Order 1(u) was considered to be ambiguous and it was agreed that this should be clarified.

 It was agreed to accept the Environment Committee's recommendation to continue with the current mowing and grounds maintenance contractors and to sign a three year contract in order to take advantage of the price reduction that had been offered.

 It was agreed that the Environment Committee should discuss the possibility of having a 20mph speed limit outside the Primary School at dropping off and picking up times with ESCC Highways at the forthcoming SLR meeting.
- 12.4 **Tree Warden** – Cllr. Mrs Wickens reported that she had recently followed up a complaint from a resident about work being carried out on a tree that was subject to a Tree Preservation Order. She was able to confirm that the work being undertaken had been authorised by Lewes District Council.
- 12.5 **Newick Rootz** – The notes from the meeting of Newick Rootz held on 15th November had been circulated in advance and were noted. It was noted that members of Rootz were in the early stages of updating the footpaths booklet that is available to the public, details on costs etc. would follow.
- 12.6 **Neighbourhood Watch** – Cllr. Mrs Sheppard gave a verbal report on Neighbourhood Watch issues which was noted.
- 12.7 **Newick Village Hall Management Committee (NVHMC)** – It was noted that NVHMC had plans to upgrade the store room and replace some flooring. Quotations had been obtained and the cost would be met from the balance of the Public Works Board loan. Cllr. Allen reported that quotations had also been obtained for roof insulation and that the committee was planning to carry out cavity wall insulation.

12.8 Newick Sports Pavilion Management Committee (NSPMC) – The Minutes of the NSPMC meeting held on 5th November 2013 had been circulated in advance and were noted. Cllr. Mrs Wickens gave a report on the committee’s financial position, and it was noted that a meeting of the CCTV Management group had been arranged for 10th December 2013.

12.9 Allotments – There was nothing to report.

12.10 Lewes District Association of Local Councils – There was nothing to report.

12.11 Newick Festival 2014 – There was nothing to report.

12.12 Website – There was nothing to report on the new website. It was agreed that the Clerk would contact the website designer in order to express concern about the apparent slow progress. It was agreed that the website administrator should be given permission to change the security level of Parish Council documents on the website so that anyone could view them, regardless of their registration status.

12.13 SALC/AirS AGMs and Joint Conference 7/11/13 – A report from the Chairman had been circulated and was noted.

13. Consideration of Briefing Note from Cllr. Allen proposing a review of Parish Council Meetings and Agendas – A Briefing Note had been circulated in advance and discussion followed as to how meetings could be streamlined. It was suggested that committees should highlight action points which required a decision by the Parish Council and it was agreed that the Clerk would check with SALC as to whether or not any other Councils have timed meetings.

14. Items for Winter Newsletter – It was agreed that the following items should be included in the Winter newsletter, articles to be sent to the Clerk by 6th December:- Neighbourhood Watch update, Newick Festival 2014, Speed Watch update, Neighbourhood Plan update, and appeal to dog walkers to remain on public rights of way.

15. Items to be referred to the next Agenda – High Street Parking Scheme, and a proposal for a Christmas Market in 2014 (Cllr. Mrs Smerdon).

16. Confidential Items – in accordance with the resolution made under item 5 above, this item was discussed in confidence. There were no members of the press or public present.

The meeting closed at 9.55 p.m.

Signed:Chairman

Date: