

Newick Parish Council

Minutes of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 29th October 2013 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick.

Present: Councillors C. Allen, N. Berryman (for part of the meeting), 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

1. **Apologies for Absence and to consider whether to approve reasons given** – Apologies had been received from Cllr Armitage (work commitments) 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 10.7), and Cllr. Mrs Smerdon disclosed that she was a member of Newick Allotment Society (item 10.9).
3. **Questions or Statements by Members of the Public.**
PCSO Sally-Ann Reed gave her monthly report which was noted. It was agreed that the policing priorities for Newick, which were set in July, (antisocial behaviour, vehicle crime, and road safety) should remain. It was noted that the Speed Watch group was still short of volunteers.
4. **Approval of the minutes of Parish Council Meeting held 24th September 2013** – It was agreed by those who had been present that the Minutes of the Parish Council meeting held on 24th September 2013 could be signed as a true record.
5. **Matters Arising** – A report from Clerk regarding the following Matters Arising from meeting of 24th September was noted:-

Agenda item	
3	Landscaping of rear garden in The Rough, permission had been given by the Parish Council for materials to be transported across its land. Work had commenced and some local residents had expressed concern at what was happening on the land. The Chairman had visited Mr Caulkett to discuss the situation and Mr Caulkett had delivered explanatory notes to neighbouring properties.
5 (3)	Matters Arising Alexander Mead Development – letter to Housing Minister. An email response had been received from Norman Baker MP and was forwarded to councillors 9/10/13. A response had been received from DCLG (Affordable Housing Regulation and Investment Division) and circulated to councillors. It was agreed that Cllr. Jago would draft a further letter to Hastoe Housing Association expressing the Parish Council's disappointment that it had chosen to impose the maximum rent levels and increases. A copy would be sent to the Housing Minister and to Sussex Association of Local Councils. It was also agreed that the Neighbourhood Plan Steering Group would consider including a policy in the Plan to investigate the rent setting policies of any housing association likely to be involved in future developments.
8.4	New long term agreement for Parish Council insurance A new long term agreement had been signed and the insurance certificate received. The certificate of Employers' Liability Insurance had been displayed on the Parish Council notice boards.
10.1	Playing Fields Committee Approval had been given by the Parish Council for the purchase of two signs, however, following a recommendation in the recent annual inspection report, four signs had been ordered, two for the play area, one for the skateboard area, and one for the basketball goal. The total cost of £158.40 had been approved by the Chair and Vice Chair of the Playing Fields committee.
12	Christmas Tree for The Green Newick Bonfire Society had agreed to provide a Christmas tree for the Green, however, the Hospice Support Group had advised that it did not wish to organise a 'carols around the tree event' and had suggested that another organisation might like to take this on. An email had been sent to local clubs and societies.

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

Permission had been given to a resident to take removal van on to The Green, however, the resident had not been happy to pay the deposit requested and had decided not to bring the van on to The Green after all. Arrangements had been made for a wooden post on The Green to be re-fixed. It was noted that there was another damaged post that needed to be replaced.

A complaint from a resident regarding overhanging branches on the tritten near to the Health Centre had been forwarded to ESCC Highways.

7. Planning:

7.1 Applications

Newick

LW/13/0673

Case Officer:

Miss Michelle Gardiner

Springfield The Green

Planning Application - Demolish garage and replace with two bay timber frame carport. The Parish Council supported this application but requested that Lewes District Council should clearly stipulate which trees, if any, could be removed when the carport was erected as it wished to ensure that the existing natural screening should be retained.

7.2 Tree Works Applications

TW/13/0086/TPO 4 Acerlands – It was noted that the Parish Council's Tree Warden had raised no objection to this application.

7.3 Approvals/Refusals etc. It was noted that permission had been granted by Lewes District Council to application **LW/13/0490 Woodgate Farms Dairy** for change of use from sui generis use to B1 (business)/B2 (general industrial) and B8 (storage and distribution) across all units and retention of 24/7 use, subject to certain conditions being met.

7.4 To note the making of Tree Preservation Orders numbers 8, 9 & 10/2013 – It was noted that tree preservation orders had been made on three trees at Oaklea Warren and Chailey End, both properties in Chailey Parish.

7.5 Neighbourhood Plan – Report by Steering Group – Copies of the notes from the Neighbourhood Plan Steering Group meeting held on 17th October 2013 had been circulated and were noted. It was agreed that a press release drafted by Cllr. Allen should be approved with no amendments. It was noted that the project was about three months behind schedule and that additional meetings had been arranged to make up for this.

It was noted that a letter had been received from Mr Cumberlege, representing Newick Village Society, asking for a discussion with the Parish Council. It was agreed that Mr Cumberlege should be invited to attend the Parish Council Planning Meeting on 12th November 2013 when a discussion could take place. It was agreed that the start time of the meeting would be changed to 6.15 p.m. in order to accommodate this.

It was agreed that the Parish Council would produce and distribute an additional newsletter which would seek to correct the inaccuracies contained in the autumn newsletter recently issued by Newick Village Society.

It was agreed that the Neighbourhood Plan Parking Survey should be approved for publication, but that the appendices, which gave dates, times and car registration numbers, should not be made public.

Permission was given for the Clerk to contact Land Registry in order to obtain ownership details of the track shown on the map as running from The Green to Goldbridge Farm.

Cllr. Berryman joined the meeting at 7.30 p.m.

8. Financial Matters:

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

Payee	Item	Invoice Amount	Cheque Number
Signed During the Month			
PBI Audio Visual Ltd	Supply & Fit new CCTV hard drive and printed signs (£1578) Annual CCTV camera clean (£390)	£1,968.00	200703
Sussex Sign Centre	Signs for Play Area, Skate Park & basketball hoop	£158.40	200704
Mr S. Carter	Delivery of Autumn newsletter	£120.00	200705

Waiting to be signed			
Mr M Smith	Replacement of mislaid cheque 200807 31/7/12	£63.80	200706
D. Sankey Ltd	Routine Mole Treatment - playing field	£50.40	200707
Mrs L Farmer	Admin services for Neighbourhood Plan	£633.39	200708
Mrs S E Berry	Clerk's expenses:- toner cartridges, postage, stationery, batteries, telephone/broadband, use of home as office	£541.41	200709
Mrs S E Berry	Clerk's Salary	£503.93	200710
East Sussex Pension Service	Pension Contributions from Clerk & PC	£170.72	200711
Post Office Ltd	Tax & NI from Clerk & PC	£123.32	200712
Sandra Orwin	Village Maintenance (23.5 hours)	£235.00	200713
Total		£4,568.37	

Income in October

Cooperative Bank interest	£4.12
Barclays Bank interest	£62.06
VAT Refund	£1,186.69
Sale of pictorial history book	£5.00
Total	£1,257.87

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

It was resolved that item 10.2 (Arrangements for Clerk's annual appraisal) should be brought forward and the Clerk was asked to leave the room whilst discussions took place.

It was agreed that with effect from 1st November 2013 the Clerk's Salary should be paid at spinal column point 24, scale LC1, of the Nation Joint Council for Local Government Services pay scale, and that the Clerk's hours should be increased from 65 to 70 per month. It was agreed that the Clerk should continue to keep records of hours worked and that a review would take place in six months' time.

8.3 Consideration of draft budget for 2014/15

Copies of the draft budget for 2014/15 had been circulated in advance to councillors. It was noted that the budget aimed to achieve a 0% increase in the precept, but that the grant support from Lewes District Council would be reduced by £519 compared with 2013/14. It was agreed that the budget figures should be amended to take into account the increase in the Clerk's salary detailed above and enquiries would be made with Lewes District Council as to the effect of the reduction in grant support. Committee chairmen were asked to submit any further plans for expenditure by 12th November 2013 so that the final budget might be agreed at the Parish Council meeting on 26th November.

It was resolved that the remaining items under 10.2 should be discussed at this point in the agenda.

It was agreed by those that had been present that the Minutes of the Finance and General Purposes Committee meeting held on 8th October 2013 could be signed as a true record.

It was agreed that the draft amended Risk Assessment Policy and the draft amended Financial Regulations, copies of which had been circulated in advance, should be approved.

It was noted that arrangements had been made for an internal audit to be carried out on 21st November.

It was noted that Cllr. Allen had agreed to review the Parish Council's CCTV Code of Practice and Standing Orders in the light of recently published guidance.

9. Correspondence to be noted:

9.1 Letters of thanks from Newick Sports Pavilion, Newick Area Community Care Association (NACCA), and Chailey & Newick Colts FC and a telephone call from the PCC acknowledging receipt of grant cheques distributed in September.

9.2 Agenda for High Weald Lewes Havens Clinical Commissioning Group Governing Body meeting on 25/9/13 – this had been forwarded to Councillors 19/9/13.

9.3 Gambling Commission Guidance from Lewes District Council – this had been forwarded to Councillors 19/9/13.

- 9.4 NACCA – letter advising of reasons for changed service arrangements from January 2014.
- 9.5 Copy of a letter to Bonfire Society regarding firing of maroon rocket to mark the two minute Silence on 11/11/13.
- 9.6 Request from John Lawson's Circus to change date from w/c 5th May to w/c 12th May 2014. It was agreed that the date for the circus visit should remain as week commencing 5th May.
- 9.7 Notice from SSALC of meeting with the Chief Constable 26/11/13 – this had been forwarded to Councillors 1/10/13. There were no questions to be put to the Chief Constable on this occasion.
- 9.8 LDC – details of Zero Heroes Community Competition – this had been forwarded to Councillors 1/10/13.
- 9.9 Go-esussex – superfast broadband update – this had been forwarded to Councillors 11/10/13.
- 9.10 ESCC Adult Social Care and Health - report from workshops – this had been forwarded to Councillors 11/10/13.
- 9.11 Newick Bonfire Society – notification that road closure signs would be put up along the Bonfire procession route.
- 9.12 Newick Horticultural Society – Confirmation that the Society intended to continue the upkeep of the flower beds by village signs. It was agreed that a letter of thanks should be sent.
- 9.13 ESCC Highways – Traffic Management Permit Scheme coming into force – this had been forwarded to Councillors 14/10/13.
- 9.14 SSALC – Details of Councillor training event to be held 23/11/13 – this had been forwarded to Councillors 16/10/13.
- 9.15 Don Foster MP – Letter regarding Our Place! Programme – this had been forwarded to Councillors 16/10/13.
- 9.16 SALC – Notice of AGM to be held 7/11/13 – this had been forwarded to Councillors 14/10/13. It was agreed that the Chairman would attend the AirS/SALC AGM and joint conference on behalf of the Parish Council.
- 9.17 The following had been received during October and would be circulated via the Members' Envelope:-
Rural Services Network Email news digest 30th September, 7th, 14th, 21st & 28th October, Rural Vulnerability Service 10th & 16th October, and Rural Opportunities Bulletin October 2013.
Fields in Trust October update
Society of Local Council Clerks News Bulletin 9th October
ESCC Adult Social Care Consultation Update October 2013 and 'Working Together to Strengthen Local Communities in East Sussex, Executive Summary
Public Sector Mapping Agreement Access local mapping data brochure
Came & Company Parish Matters Autumn 2013
Lewes District Council District News Autumn Edition
Clerks & Councils Direct Issue 90 November 2013
Headway Hurstwood Park Annual Review of Services and Benefits 2012/13

10. Committees' and Councillors' Reports:

- 10.1 **Playing Fields Committee** – There had been no meeting this month
It was noted that some work to play equipment had been identified both on the Lewes District Council monthly and the annual play area inspections and that prices were being obtained.
- 10.2 **Finance and General Purposes Committee** – This item had been brought forward, see items 8.2 and 8.3 above.
- 10.3 **Environment Committee** – There had been no meeting this month
- 10.4 **Tree Warden** – Cllr. Mrs Wickens reported that the Woodland Trust was giving away free packs of sapling trees and that Newick Rootz would be making an application on behalf of the Parish as only school or community groups could apply.
- 10.5 **Newick Rootz** – The notes from the meeting of Newick Rootz held on 10th October had been circulated in advance and were noted.
- 10.6 **Neighbourhood Watch** – Cllr. Mrs Sheppard gave a verbal report on Neighbourhood Watch issues which was noted. It was agreed that in future the Neighbourhood Watch report should be combined with the PCSO's report.
- 10.7 **Newick Village Hall Management Committee (NVHMC)** – Cllr. Allen reported that the Village Hall Management Committee was still working with Action in rural Sussex and the Charity Commission to update the Deed of Trust.
- 10.8 **Newick Sports Pavilion Management Committee** – There was nothing to report as the next meeting would be on 5th November 2013.

10.9 Allotments –Cllr. Mrs Smerdon reported that the well on the Cricketfield Allotment site had been capped, with a hole left for the installation of a pump and that Lewes District Council had agreed to remove the remaining debris.

10.10 Lewes District Association of Local Councils – Cllr. Allen reported on a consultation by Lewes District Council on changes to the way recreation grounds and open spaces were charged to local councils. It was agreed that the Clerk would write on behalf of the Parish Council to fully support the proposed changes.

It was reported that SSALC would have a stand at South of England Show 2014 and Parish Councils were being invited to show their work. It was agreed to defer the decision as to whether or not Newick should participate to a later date.

10.11 Newick Festival 2014 – Cllr. Mrs Smerdon reported on the plans made by the Newick Festival Committee. It was noted that road closures for part of Church Road would be required on the afternoons of Saturday 28th and Sunday 29th June 2014 when activities would centre around The Green. It was agreed that the Parish Council would check the position regarding its public liability insurance and would cover any additional premium that might arise.

10.12 Website – Cllr. Berryman gave a report on the progress of the building of the new website and asked for comments on the proposed new parish council pages which had been circulated in advance.

11. S.106 monies in respect of Alexander Mead development – Details of the S.106 monies that remained unspent had been circulated in advance. It was noted that works were planned for the public transport element, however, there was no specific project in mind for the Open/Outdoor Play element. Following a suggestion by Cllr. Mrs Smerdon it was agreed to set up a steering group to look at providing a play area for the under-fives near to Alexander Mead. It was unclear as to how the small amount set aside for kerbside recycling could be spent, District Councillor Jim Sheppard was asked to follow this up with Lewes District Council.

12. CCTV – The Clerk reported that now the CCTV system was back in working order the CCTV Management Group should be re-formed in accordance with the Parish Council's published CCTV Code of Practice. It was agreed that Cllrs. Mrs Thew and Mrs Wickens would be the Parish Council's representatives on the Group. Mrs Thew would Chair the group, with Cllr. Jago deputising for her in her absence.

13. ESCC & LDC Parish and Town Council Conferences 18th & 24th October 2013 – A report from the Clerk and Chairman following their attendance at the ESCC and LDC conferences had been circulated and was noted. It was noted that a representative from Sussex Police Operation Crackdown might be available to speak at the Annual Parish Meeting in April 2014. The Clerk was asked to check the approximate length of the Operation Crackdown presentation so that a decision could be made as to whether or not to make a booking.

14. Resolution to exclude the press and the public from the meeting to allow discussion of a confidential item. It was resolved that the press and the public should be excluded from the meeting in order to allow a confidential discussion on a commercially sensitive matter to take place.

15. Items to be referred to the next Agenda – Final Budget for 2014/15 and High Street Parking Scheme

The meeting closed at 9.55 p.m.

Signed:Chairman

Date:

The Clerk: Mrs SE Berry, 18 Newlands Park Way, Newick, BN8 4PG
Tel. 01825 722135 Email newickpc@newick.net