

Newick Parish Council

Minutes of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 25th June 2013 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick.

Present: Councillors C. Allen, N. Berryman, R. Houghton, C. Jago, J. Lucas (Chairman), 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)
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. C. Armitage (prior family engagement). It was resolved to accept the reason given for absence.
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.** The following disclosures were made:- Cllr. Mrs Smerdon – Newick Allotment Society and Cllr. Allen – Newick Village Hall Management Committee.
3. **Questions or Statements by Members of the Public** – there were no questions or statements
PCSO Sally-Ann Reid’s Monthly Report – PCSO Sally-Ann Reid had sent her apologies for being unable to attend the meeting, her written report was noted.
4. **Approval of the minutes of Annual Meeting of the Parish Council held 28th May 2013** – It was agreed by those who had been present that the Minutes of the Annual Meeting of the Parish Council held on 28th May 2013 could be signed as a true record.
5. **Matters Arising** – A report from Clerk regarding the following matters arising from meeting of 28th May was noted:-

Agenda item	
9	Review of Standing Orders and Financial Regulations – Confirmation had been received from SSALC that it is good practice to review Standing Orders and Financial Regulations annually, and that the Internal Auditor is required to establish whether or not this had happened. To be considered at next F&GP committee meeting.
10	Correction made to the date of the January 2014 Planning and F&GP meetings – this now reads 14 th January 2014. A list of dates had been placed on notice boards and the village website.
13	New Councillors’ Training Course had been postponed by the organisers owing to insufficient bookings being received. It was noted that an alternative training possibility was being pursued.
15.1	Tree works application TW/13/003/TCA Purple plum 25 High Street – an explanation had been received from LDC Tree & Landscape Officer. The tree had already been assessed for inclusion with a Tree Preservation Order but did not qualify, the Parish Council was only required to decide whether the tree had special or outstanding merit to warrant being preserved in the local and wider public interest. Cllr. Mrs Wickens had confirmed that this was not the case.
17.10	An email had been received from the Planning Enforcement Officer – she was away from the office because of family illness, but would respond as soon as possible.
17.13	A copy of official minutes from LDALC meeting with the Chief Constable had been received, these showed a fuller response to the questions asked by Newick Parish Council. This had been forwarded to Councillors 12/6/13. It was agreed that no further action was required.
18.3	Acknowledgement received from Teresa Ford, ESCC, to request for footway and kerbing works on The Green, she had advised that would inform the Parish Council of progress in due course.
18.4	Report received from Tree Wise that the TPO application for oak tree was in progress and that the dead cherry tree had been removed from the recreation ground.
18.9	Confirmation had been received that the Parish Council’s public liability insurance covers the Cricketfield allotment site but not any claims arising from the activities of the Allotment Society or allotment tenants. Cllr. Smerdon advised that the Allotment Society was happy with this response.
18.10	An acknowledgement of the letter sent to Headway had been received. A meeting had been arranged between the trustees and the managing agent for the beginning of July and any

	information would be fed back to the Parish Council after this meeting.
18.12	The Chairman reported that he was aware that some local Councils were questioning the benefits of belonging to the National Association of Local Councils and were subscribing only to their local Association.

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

An inspection of The Green with Chairman & Vice Chairman of Environment Committee following the departure of Fun Fair, and discussion with contractors regarding minor remedial work which had been done at no extra charge. It was agreed that the deposit cheque from Shayler Fun Fair should be returned and a letter of thanks sent to Barcombe Landscapes. The Clerk was asked to find out who had put a board advertising an event in Chailey on The Green and ask them not to do so in future without permission.

Arrangements had been made for damaged wooden posts at junctions of Cornwells Bank/Ridgeland Lane and Jackies Lane/Newick Hill to be reinstated. It was reported that this work had been completed.

Additional mineral fibre had been ordered to complete the skateboard ramp soundproofing work. It was reported that this work had been completed.

A Fields in Trust document, 'Planning and Design for Outdoor Sport and Play', had been ordered at the request of the Playing Fields Committee. The publication was passed to Cllr. Mrs Sprackling.

7. Planning:

It was agreed by those who had been present that the Minutes of the Planning Meeting held on 11th June 2013 could be signed as a true record.

7.1 Applications

Newick 51 Church Road

LW/13/0374

Listed Building Consent Application - Internal alterations, replace windows on north elevation, french windows to rear elevation, replace door, fit traditional

Case Officer:

Ms Samantha
Prior

weatherboard cladding to the north and rear elevation and insertion of rooflight in south facing extension roof. The Parish Council supported this application.

7.2 Approvals/Refusals etc.

It was noted that the following applications had been approved by Lewes District Council:-

LW/13/0238 6 Oldaker Road - Creation of dropped kerb and driveway (the conditions for this approval were noted)

LW/13/0243 Sharpsbridge House, Sharpsbridge Lane – Replacement of oil tank with bonded tank

LW/13/0265 15 West Point – Garage conversion with pitched roof.

It was noted that a further letter of objection had been received in connection with application **LW/13/0285, 9 Growers End.**

7.3 Neighbourhood Plan – Report by Steering Group

Notes from Neighbourhood Plan Steering Group meetings held on 4th and 18th June 2013 had been circulated for information and the Chairman gave a verbal progress report. In connection with the final paragraph of item 3 of the notes for the meeting held on 18th June, it was agreed that the Parish Council should make no response. It was noted that comments made by members of the public at the Consultation Day held on 8th June were being analysed and that the report would be made available in due course. The Chairman reported that he had received an eight page questionnaire from Lewes District Council's Housing Policy and Development Manager. It was agreed that it would not be appropriate to distribute this document to residents at the same time as the Parish Council's newsletter and Neighbourhood Plan questionnaire. The draft Neighbourhood Plan questionnaire was considered and approved, subject to some minor amendments. It was noted that the questionnaire would be distributed over the weekend of 29th and 30th June and collected by volunteers between 11th and 16th July. It was agreed that the cost of the subscription to the Parish Online mapping system should be charged to the Neighbourhood Plan budget.

8. Financial Matters:

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

Payee	Item	Invoice Amount	Cheque Number
Ann Carter (Signed during the month)	Delivery of Neighbourhood Plan Consultation Day Flyers	£120.00	200647
Information Commissioner's Office	Data Protection Registration	£35.00	200648
Barcombe Landscapes Ltd.	Mowing KGVPF, Green, Estate, Village Hall - 990.44		
	Mowing Verges, & cut f/paths & main road - £510.02	£1,500.46	200649
D. Sankey Ltd	Mole Treatment KGV Playing Field	£50.40	200650
Lindsey Baker Fencing	Erect Flag poles - £60 Repair of fence to playing field car park - £420 Soundproofing of Skateboard ramp - £540 Repair/replace posts Newick Hill/Jackies Lane & Ridgeland Lane - £90	£1,110.00	200651
R.C. Allen	Mileage expenses for attendance at LDALC meetings	£16.20	200652
Getmapping PLC	Subscription to Parish online	£60.00	200653
J. Lucas	Mileage expenses - ESALC AGM & Chairmen's Networking Day	£33.30	200654
Lewes District Council	Dog Bin Emptying - 1/7/13 to 30/9/13	£177.84	200655
S. E. Berry	Clerk's Expenses on behalf of the Council	£300.36	200656
S. E. Berry	Clerk's Salary	£623.76	200657
East Sussex Pension Fund	Pension Contributions from Clerk & PC	£169.03	200658
Total		£4,196.35	

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

8.3 Annual Review of the Effectiveness of Internal Audit – It was agreed that this item should be deferred for consideration at the Finance and General Purposes Committee meeting on 9th July 2013.

8.4 Application from Chailey and Newick Colts Football Club for grant towards cost of purchasing new goals – It was agreed that a grant of £100 should be made to Chailey and Newick Colts Football Club towards the purchase of new goals.

9. Correspondence: The following items of correspondence were noted with no further action required:-

9.1 LCR Online – emailed to Councillors 28/5/13

9.2 Notice of representatives meeting to be held by CTLA on 20th June 2013 – no councillors had attended, but a request had been made for the minutes of the meeting to be supplied.

9.3 SSALC June quarterly newsletter – emailed to Councillors 4/6/13

9.4 Rural Opportunities Bulletin June 2013 – emailed to Councillors 5/6/13

9.5 Warning from LDC of an increase in unauthorised encampments of caravans in East Sussex area.

9.6 Invitation to attend event for voluntary and community organisations – emailed to Councillors 10/6/13

9.7 CPRE – Invitation to visit Court Gardens Farm, Ditchling 13/7/13

9.8 Update on Superfast Broadband – emailed to Councillors 10/6/13 and put on website

9.9 Wealden DC, notification of Proposed Submission Strategic Sites Local Plan – emailed to Councillors 13/6/13

9.10 ESCC Highways – Notification of forthcoming closure of A272 between Piltdown and Maresfield for resurfacing work – emailed to Councillors 14/6/13 and put on website.

9.11 Letter of thanks from St Mary's Church for promise of grant towards the upkeep of the churchyard.

9.12 The following had been received during June and would be distributed via the Members' Envelope:-

Rural Services Network Weekly Email News Digest – 4th, 10th, 17th and 24th June, and Rural Vulnerability Service fuel poverty and rural transport bulletins June 2013.

3VA eNewsletter – Issues 115, 116, 117 & 18

Action in Rural Sussex eNewsletter June 2013

Society of Local Council Clerks News Bulletins 6th and 20th June

Go e-sussex newsletter June 2013

LCR Magazine Summer 2013

CPRE Sussex Review Summer 2013

10. Committees' and Councillors' Reports:

10.1 Playing Fields Committee – It was agreed by those who had been present that the Minutes of the Playing Fields Committee Meeting held on 11th June 2013 could be signed as a true record.

It was agreed that the quotation for £150 received from Barcombe Landscapes for reinstating the surface levels around the skateboard area and youth shelter should be accepted.

It was noted that the Monthly Play Equipment Inspection Reports had been received from Lewes District Council and that no equipment had been identified for repair.

10.2 Finance and General Purposes Committee – There had been no meeting this month.

10.3 Environment Committee – There had been no meeting this month.

10.4 Tree Warden – Cllr. Mrs Wickens reported that the stakes and ties of the trees planted on the estate could be removed and that the Jubilee Oak tree was in good health.

Tree Preservation Notices for trees at Oaklea Warren and Chailey End (both in Chailey Parish) had been received from Lewes District Council. The Parish Council supported the making of these orders.

10.5 Newick Rootz – Notes from the meeting of Newick Rootz held on 7th June 2013 had been circulated in advance and were noted. Cllr. Mrs Wickens reported that there was a new way of working with ESCC and that this seemed to be going well.

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

10.7 Newick Village Hall Management Committee (NVHMC) – It was noted that Cllr. Allen had been unable to attend the last NVHMC committee meeting and had not yet received the minutes, therefore, he had nothing to report.

10.8 Newick Sports Pavilion Management Committee (NSPMC) – Cllr. Mrs Thew reported that the Sports Pavilion and recreation ground were particularly well used by families on Friday evenings when cricket coaching was taking place.

A letter had been received from NSPMC confirming that electrical testing had been carried out in March, the Risk Assessment and Health and Safety Policy were under review, and insurance was in place. This was noted.

10.9 Allotments – Cllr. Mrs Smerdon gave a verbal report on the progress of the Cricketfield Allotment Site. Representatives of the Allotment Society had signed the agreement with the Parish Council and it was agreed that the Chairman could now sign the agreement on behalf of the Parish Council. It was agreed that the annual charge to the Allotment Society would be £100, payable on 30th September. Cllr. Mrs Smerdon expressed concern about the well on the allotment site which had been temporarily fenced by Lewes District Council. It was agreed that quotations should be sought for the well to be capped off, with the facility for inserting a pipe and pump at a later date.

It was noted that a site visit by Brighton Permaculture Trust to advise on the health and future care of the fruit trees on the allotment site was being arranged. The Parish Council did not agree to pay the charge of £30 for this visit, Cllr. Mrs Smerdon advised that she would pursue this with the Allotment Society.

10.10 Lewes District Association of Local Councils (LDALC) – Cllr. Allen gave a report on the Annual Meeting of LDALC held on 10th June 2013. It was agreed that the issue of whether or not Newick Parish Council should renew its subscription to National Association of Local Councils next year would be referred to the Finance and General Purposes Committee.

10.11 Chairmen's Briefing Day – Cllrs. Jago and Lucas gave a report on the Chairmen's Networking Day which they had attended. It was agreed that the following issues, highlighted at the Networking Day, should be addressed:-

The Council's Grievance Procedure should be updated in line with LTN 22 (Jan 2013) – Cllr. Allen
Contracts of Employment should be checked to ensure that they do not specify retirement age.

The District Valuer should be contacted for a valuation of the land owned by the Parish Council between Vernons Road and The Rough.

The Neighbourhood Plan Steering Group should consider talking to potential developers about the benefits they could offer to the Parish if their development were to go ahead.

11. Village Handy Person – It was agreed that Sandra Orwin should be given a contract to carry out the village handy person duties for a trial period of two months. Authority was given to the Clerk to purchase items of equipment for use by the village handy person up to the value of £50.

It was agreed that in future the Parish Council litter bins should be emptied by Lewes District Council at a weekly cost of £11.92. As a result of no longer having to empty the bins, the village handy person's weekly hours would be reduced to 7 during the summer months and 5 in the winter.

12. Use of The Green by Circus and Fun Fair

12.1 Complaint received from resident about noise from Fun Fair – An email received from a resident on 25th May 2013 complaining about noise from the Fun Fair on The Green was considered. It was noted that no other complaints had been received and two verbal statements in support of the Fair

from other residents living on The Green had been received. It was agreed that the noise from the Fair this year had been loud and that the operator should be asked to ensure that the volume was reduced on future occasions.

12.2 Requests from Circus and Fun Fair to return to Newick in 2014 – the following requests had been received and were considered:-

Shayler Showtime Amusements – Friday 23rd to Monday 26th May 2014

John Lawson's Circus – Week commencing 5th May 2014

Jon Miller Circus – Mid May or early June 2014, date to be confirmed

It was agreed that Shayler Showtime Amusements and John Lawson's Circus should be asked to return in 2014 on the dates requested and that the request from Jon Miller Circus should be refused.

13. Complaint from Newick Horticultural Society regarding mowing of flower beds in front of Village Signs.

A letter had been received from Newick Horticultural Society expressing concern that damage had been caused by the mowing of the flower beds in front of the village signs on the A272 at either end of the village. The Clerk reported that she had spoken to the mowing contractor who had explained why he had mowed over the beds and offered to provide some replacement plants to the horticultural society. The Parish Council expressed concern that the flower beds had appeared to be untended for some time and agreed that a letter should be written to the horticultural society to ask whether or not it wished to continue looking after the beds.

14. Newsletter – The draft newsletter was approved subject to the updating of Cllr. Mrs Smerdon's email address.

It was agreed that the request from Farmaceuticals Direct for a flyer to be distributed with the newsletter should be refused.

15. Items to be referred to the next Agenda – it was agreed that the following items should be on the agenda for the Parish Council meeting on 30th July 2013:-

Japanese Knotweed growing on to the twitten between Cricketfield and The Green

Update on new Village Website

The meeting closed at 9.15 p.m.

Signed:Chairman

Date: