

NEWICK PARISH COUNCIL

MINUTES of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 30th April 2013 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick.

PRESENT: Councillor J. Lucas (Chairman), Cllrs. C. Allen, C. Armitage, N. Berryman, R. Houghton, C. Jago, Mrs. J. Sheppard, Mrs. J. Smerdon, Mrs. D.J. Sprackling, Mrs. M. Thew, Mrs C. Wickens, and Mrs S Berry (Clerk).
Two members of the public attended the meeting.

1. **APOLOGIES:** Apologies had been received from PCSO Sally-Ann Reid.
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 declarations of interest were made: - Cllr. Allen – Newick Village Hall Management Committee, Cllrs. Armitage and Houghton – Newick Village Society, and Cllr. Mrs Smerdon – Newick Allotment Society.
3. **MINUTES:** It was agreed by those who had been present that the Minutes for the 26th March, 2013 could be signed as a true record.
4. **MATTERS ARISING:** A report from the Clerk regarding the following matters arising from the meeting of 26th March was noted:-

Agenda item	
4	Sports Pavilion Management Committee - preferred shed designs had been supplied for information.
10	Lindsey Baker had collected the mineral fibre for soundproofing the skateboard ramp and would start work in the next week or so.
10	Environment Committee – the Clerk had contacted Teresa Ford, ESCC, regarding costings for additional work on The Green and for High Street parking scheme. It was reported at the meeting that these had been received and would be considered at the next Environment Committee Meeting.
10	Allotments – The draft Allotment agreement had been amended as requested and forwarded to Allotment Society. However, Allotment Society officers had expressed misgivings about signing the agreement. Cllr. Mrs Smerdon reported further under item 10. A letter had been sent to the Board of Trustees at Headway, however, no response had been received.
10	Village Fun Day – Clubs & Societies had been notified that the Fun Day had been cancelled, and bookings for Fun Fair and model railway had been cancelled.
12	Possible housing development on LDC owned land – an explanation as to why these sites had been identified had been received from District Councillor Jim Sheppard and forwarded to Councillors on 28/3/13. At the meeting Cllr. Sheppard reported that Lewes District Council had tendered for a partner to investigate the viability of developing the sites which had been identified. He had been advised that only one of the three sites identified in Newick would be likely to be suitable for development for housing and one possibly for car parking. He had been given to understand that the sites could be included in Newick's Neighbourhood Plan.

5. **QUESTIONS OR STATEMENTS FROM THE PUBLIC:**
Marion Campbell, representing the Sports Pavilion Management Committee (SPMC), explained that the decision about the choice between the two storage shed designs circulated to Councillors would be made at the forthcoming SPMC meeting. The Parish Council agreed that either of the proposed designs would be acceptable but made it clear that approval for the erection of the shed was still subject to the conditions made at the meeting on 26th March 2013.
The report from PCSO Sally-Ann Reid was noted.

6. **PLANNING:**
Approval of Planning Committee Meeting Minutes dated 9th April, 2013. It was agreed by those who had been present that these could be signed as a true record.

APPLICATIONS: There were no applications for consideration.

APPROVALS/REFUSALS

The following decisions from Lewes District Council were noted:-

- LW/13/0079 Sparrow Hatch, Tilehouse Lane** – Erection of a single storey side extension
Permission granted
- LW/13/0067 10 Allington Road** – Alteration from flat roofed dormer windows to pitched tile
roofs at front – Permission granted
- LW/13/0138 Garage at Rock House, Cornwell's Bank** – Change of use of garage/store
to holiday let – Permission granted
- LW/13/0151 53 Western Road** – Conversion of garage to games room and construction of
new double garage – Permission refused

Neighbourhood Plan –

Notes from the meeting of the Neighbourhood Plan Steering Group held on 23rd April 2013 had been circulated to Councillors for information, as had a copy of the reply from Lindsay Frost, Director of Planning and Environmental Services at LDC to the letter sent to him by the Parish Council on 12th April. The reply explained that at present the District Council would be in a position to resist speculative planning applications for residential development outside the planning boundary, however, this could change if, at any time in the future, there was insufficient housing land supply within the District, at which point national planning policy would prevail.

The Chairman thanked Cllr. Mrs Sprackling for her work in following up the questionnaire sent to local businesses. He stated that letters had been sent to local landowners and developers that had expressed an interest in developing their land inviting them to show their proposals at the Consultation Day on 8th June. He asked for as many Councillors as possible to make themselves available to assist at the Consultation Day. It was reported that the first draft of the Character Assessment had been completed, and whilst the timescale was tight, the Neighbourhood Plan project was still on schedule. It was reported that members of the Steering Group would be attending the Afternoon Club's session at Newick Primary School on 9th May when pupils would be asked to give their views on how they see the future of Newick. The Chairman reported that he had attended a Neighbourhood Planning conference organised by the Department for Communities and Local Government which had been useful. It seemed doubtful as to whether the cost of administrative support for the Neighbourhood Plan could be reclaimed, but the Chairman would pursue this. No invoices had been received from Mrs Farmer, but it was thought that she was spending substantially more than the two hours per week that had originally been envisaged.

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

A report had been made to LDC regarding an unstable litter bin near to the Community Centre and a site meeting arranged to discuss this.

An enquiry from Newick News about placing a sign on the main road had been followed up with ESCC and information given to the trader.

A complaint from a resident about a contractor's vehicle left overnight in the access track to the rugby field had been followed up with ESCC Highways department.

Arrangements had been made for the Parish Council flag to be removed from the flag pole as it was torn. The Crichton family had been informed and were arranging for the flag to be replaced.

A raised brick on the path outside the butcher's shop had been reported to the original contractor who had agreed to rectify the problem free of charge.

8. FINANCIAL MATTERS

Payments:

It was resolved that the following payments due for April 2013 be approved for payment:-

Signed during the month

East Sussex ALC Ltd – Subscriptions 2013-14	£653.69	200627
Lewes DC – Dog bin emptying 1/4/13 – 30/6/13	£177.84	200628
Mr S. Carter – Delivery of Spring newsletter	£120.00	200629

Payments to be approved

D. Sankey Pest Control – Mole Treatment KGVPF	£50.40	200630
Catering Systems Ltd. – Final 10% of Village Hall kitchen refurbishment	£1712.16	200631
SLCC Enterprises Ltd. – Minutes & Agenda Training (Clerk)	£90.00	200632
L. Farmer – Admin Support Expenses for N/Plan (mileage, parking, Postage & stationery)	£70.85	200633

S. Berry – Clerk's expenses on behalf of PC (postage, telephone, use of home as office, toner cartridges)	£446.08	200634
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S. Berry – Clerk’s Salary	£623.76 200635
East Sussex Pension Fund – Pension contributions from Clerk & PC	£169.03 200636
DK Moemken – Village maintenance	£425.00 200637
Total	£4538.81

Outturn – The Outturn showing the position as at the end of March 2013 had been forwarded to Councillors for information. It was noted that although marked draft, the figures shown were the actual figures that would be used in the end of year return. Cllr. Jago referred to item 4 of the minutes from the Finance & General Purposes Committee meeting on 9th April 2013 which recommended how the surplus should be divided into reserves. It was resolved that the following amounts should be transferred to reserve funds:- £797 to village hall, £1000 to election, £2000 to play activity, £2000 to sports pavilion, £823 to trees, £1350 to environment and the remainder to the general reserve.

Bank Balances – Cllr. Jago confirmed that he had checked the bank balance statement against the actual statements and recommended that the Chairman could sign the reconciliation statement as correct.

It was resolved that the Clerk/Responsible Financial Officer should be authorised as appointee signatory to the Cooperative Bank Community Directplus Account (current account) in order that he/she can have online access to the account in order to view transactions and to transfer funds to other accounts in the name of Newick Parish Council. The conditions of this authorisation were that the Clerk/Responsible Financial Officer would not be authorised by the Parish Council to sign cheques or make transfers to any accounts other than those in the name of Newick Parish Council.

It was noted that the Internal Audit was due to be carried out on 13th May 2013.

Having been formally asked, the Council was not aware of any possible Contingent Liabilities on the Council and gave permission for the Accounts for year end 2012/2013 to be completed.

9 CORRESPONDENCE:

- 9.1** SSALC April newsletter – emailed to Councillors 4/4/13
- 9.2** SSALC Training Survey – emailed to Councillors 6/4/13, a response had been sent 19/4/13
- 9.3** SSALC notification of updates to legal topic notes and to ‘Openness and Transparency on Personal Interests, A Guide for Councillors’. It was noted that this information was available on the SSALC website.
- 9.4** Notification had been received that ESCC Pension service was to be operated by Surrey County Council from 1/4/13.
- 9.5** LDC Electoral Services – two requests for Clerk to display election notices around the village, this had been done.
- 9.6** SSALC – Requests for questions to be asked at a meeting with the Chief Constable. Questions from Councillors had been forwarded to SSALC.
- 9.7** Copy of Newick Village Society’s submission to LDC re Draft Core Strategy. Cllr. Jago had studied this and advised that it contained some good points including a suggestion that if the SHLAA site at Oxbottom Lane were to be developed then the S.106 money should be available for use by Newick rather than Chailey Parish Council.
- 9.8** Newick Bonfire Society – request for clarification regarding permission to use The Green for Bonfire preparations and clearing up after the event. The Clerk was asked to confirm to the Bonfire Society that permission already given covered preparation and clearing up time.
- 9.9** Email from Newick Youth Theatre regarding their planned production – this had been emailed to Councillors on 6/4/13. No comments were made.
- 9.10** ESCC schedule of planned road works – emailed to Councillors 6/4/13
- 9.11** Request from Peter Taylor Associates on behalf of owners of Rotherfield Wood Yard for copies of minutes for Planning Meeting held 9/11/10. This had been supplied by the Clerk.
- 9.12** ESCC Highways – Notification of temporary road closure Jackies Lane & Newick Hill – this had been emailed to Councillors 8/4/13
- 9.13** SSALC – request to complete DCLG survey re Town & Parish Councils. The Clerk had completed this survey on behalf of the Parish Council.
- 9.14** Letter from residents regarding current and potential issues at Mitchelswood Farm. The Council fully supported the concerns raised and considered that major infringements of planning consent should be raised with the Planning Enforcement Officer.
- 9.15** Came & Company – advice that they no longer recommended Digley Associates Ltd (playground inspections). This was noted.
- 9.16** Sussex Police – copy of article from Police & Crime Commissioner (PCC) for Parish Magazine. The Parish Council considered that it was not its role to submit copy from the PCC and suggested that the Clerk should send the magazine editor’s contact details to the PCC.

- 9.17 ESCC – Bus service review – copy of proposals for service 121 had been distributed to Councillors. There was no comment.
- 9.18 SE LEP – mobile phone coverage questionnaire – emailed to Councillors 19/4/13. There was no comment.
- 9.19 Compass Travel – new timetable for service 121 now displayed at bus stops. Copies of the timetable had also been displayed on the Parish Council noticeboard.
- 9.20 SSALC – AGM for formal ratification of ESALC and appointment of directors 17/5/13. This had been emailed to Councillors 2/4/12. No Councillors expressed an interest in attending this meeting, however, the Chairman indicated that he would consider doing so.
- 9.21 LDC – invitation to attend a presentation regarding the proposed Rampion Off-Shore Wind Farm 8/5/13. The Chairman confirmed that he would be attending this presentation.

The following had been received during April and would be distributed via the Members' envelope:-

Rural Services Network – Email News Digest 8th, 15th, 22nd & 29th April and Rural Opportunities Bulletin April 2013.

3VA eNewsletters – issues 108, 109 and 110

ESCC Trading Standards E-Newsletter Issue 23

ESCC Adult Social Care Consultation Update – April 2013 edition

Fields in Trust April ezine

Information regarding STEPS to stay independent service

CPRE Countryside Voice magazine Spring 2013, Transport Travel Toolkit, email newsletter 27th March, Field Work magazine Spring 2013

SLCC News Bulletins 18th and 30th April

10. COMMITTEES' & COUNCILLORS' REPORTS:

Playing Fields Committee: There had been no meeting this month.

Monthly Inspection Reports:- It was noted that the monthly reports for April 2013 had been received and that no equipment had been identified for repair.

Environment Committee: There had been no meeting in April.

The draft minutes of the Strengthening Local Relationships meeting held on 12th April had been circulated to Councillors for information. There was discussion regarding the statement in item 2c of these minutes concerning the interpretation of the speed data. It was noted that Highway Steward, Rob Stevens, was looking into the ownership of the grass verge outside 100 Allington Road. It was clarified that the surfacing work planned to be carried out in Allington Road in October would be heavy patching work. It was reported that the verge outside Paynters Farmhouse on Western Road had been badly damaged during work to connect a gas supply. The Clerk was asked to contact Rob Stevens about this.

Finance and General Purposes Committee: It was agreed by those that had been present that the minutes from the F&GP committee meeting held on 12th April 2013 could be signed as a true record, subject to the amendment of the final line of item 4 (End of Year Balances 2012/13) from '£2802 to General Reserve' to 'the balance to General Reserve'.

The Conditions of Hire for the King George V Playing Field and Manwaring Robertson Field were approved without amendment.

Tree Warden: It had been reported by a resident that one of the cherry trees on the KGV Playing Field near to the Church Road boundary was dead. This was to be inspected.

Newick Rootz: The notes from the Newick Rootz meeting held on 11th April 2013 had been circulated by email for information. It was noted that a recently installed fingerpost had been stolen. In future, installations would be carried out in such a way as to make it more difficult to remove the posts.

Allotments: Cllr. Mrs Smerdon reported that she and Cllr. Jago had met with Andrew McIntyre, Assistant Parks and Cemeteries Manager from LDC on 26th April. It had been agreed that LDC would clear existing plants from the Cricketfield allotment site, erect a fence on the northern boundary of the site, clear the site of rubbish and remove the asbestos shed. The clearance work would be carried out within 10 days. The well on the site would also be fenced. Representatives of the Allotment Society had visited the site and taken GPS readings in order to draw up a plan of the site showing the proposed location of the plots which would be approximately 25 square metres each.

It was reported that the Allotment Society was not yet properly constituted but that this was in hand. Representatives of the Allotment Society had considered the proposed agreement between the Parish Council and the Allotment Society and it was suggested that the following items should be amended:- Item 6(m) 'Not to make any well or pond on the allotment' amended to 'Not to make any *new* well or pond on the allotment' and Item 7 delete 'and for making good any damage however caused'. These amendments were approved.

It was noted that there would be some costs involved in setting up the allotment site after it had been cleared and that a new shed and some form of water retention would need to be provided. It was resolved that the Allotment Committee should be given delegated authority for expenditure of up to £500 for these purposes. Cllr. Jago recommended that the Allotment Society should be charged £100 per annum rental for the site and that this money should be ring fenced for allotment expenditure. This was agreed.

Neighbourhood Watch: Cllr. Mrs Sheppard reported that she had made an application to ESCC for a licence to put up the Neighbourhood Watch Sign which had been knocked down at the junction of Oxbottom Lane and Station Road. ESCC had advised that there was no current licence in place. She reported that there had been intruders in the garden at the Old Rectory, Police had been informed and the intruders identified from their vehicle registration number. Cllr. Mrs Sheppard had received a request from a resident for a Parish Council led scheme to provide a list of approved building contractors. The Parish Council considered that this would be outside their remit. It was noted that ESCC Trading Standards runs a 'Buy with Confidence' scheme and that copies of the scheme booklet had been supplied by PCSO Sally-Ann Reid. The Chairman reported that he knew of a resident who had probably been the victim of an oil delivery fraud, Cllr. Mrs Sheppard agreed to contact the resident and to assist them to report the matter to the Police.

Councillors Armitage and Mrs. Sprackling gave apologies and left the meeting at 9.05 p.m.

Village Hall – It was reported that the Village Hall Management Committee (VHMC) had still not supplied the documentation required for the Custodial Trustee Audit Programme. The Clerk was asked to write to the VHMC to ask for the documents to be provided. It was agreed that the Audit Programme would be reviewed at the next F&GP committee meeting.

It was reported that the VHMC still intended to spend the remainder of the loan money on cavity wall and roof insulation, however, a previous structural survey report was being examined before proceeding further with this.

Lewes District Association – Cllr. Allen reported on the meeting held on 8th April 2013. He stated that much of the discussion had centred on the proposed new water park development in Newhaven. There had also been an update from Ringmer Parish Council on the development of its Neighbourhood Plan.

11. **EMERGENCY PLAN/COMMUNITY RESILIENCE** – Cllr. Allen reported that he and Cllr. Berryman had agreed that the template provided by the Sussex Resilience Forum should be used in preference to the existing Emergency Plan document. It was hoped that the draft document would be completed in time for consideration at the next F&GP committee meeting. Information was still required from individuals and organisations that were named in the existing plan.
12. **VILLAGE WEBSITE** – Cllr. Berryman gave a presentation on proposals for an updated village website. His research showed that a new, more attractive, website could be provided at the same cost, or less, than the current website. The one off design and set up costs would be approximately £500. Annual charges would be a maximum of £360 for the site licences and domain name, £40 for the mailboxes, plus the cost of the site administrator service (currently £360 per year). These figures had been supplied by the current website provider, other companies would charge similar amounts. The Parish Council agreed that the website should be updated along the lines of the website for Frant Parish Council. The Clerk was asked to contact the current website provider to ask for a firm quotation.
13. **COMMUNITY INFRASTRUCTURE LEVY (CIL)** – Councillors were made aware of the LDC Preliminary Draft Charging Schedule consultation document. There were no comments.
14. **ANNUAL GENERAL MEETING 28TH MAY 2013** – Councillors were requested to send their nominations for the post of Chairman to the Clerk in advance of the Annual General Meeting on 28th May.

15. **TRAINING COURSES** – The Clerk advised that bookings had been made on the following courses:- 9th May SLCC Agendas & Minutes (Clerk), 12th June SSALC Chairmen’s Networking Day (Chairman and Vice Chairman/Chairman of F&GP). Councillors were asked to let the Clerk know of their training requirements. The Clerk was asked to check when the next New Councillors training course would be running and to advise Cllrs. Berryman and Mrs Sprackling.
16. **ITEMS TO BE REFERRED TO NEXT AGENDA** – There were no new items.

Meeting Closed at 9.50 p.m.

Signed:Chairman

Date: