

NEWICK PARISH COUNCIL

MINUTES of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 26th March 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).
Three members of the public attended the meeting.

- 1. APOLOGIES:** Apologies had been received from District Councillor J. Sheppard
- 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, and Cllrs. Armitage and Houghton – Newick Village Society. In connection with item 4 on the agenda Cllr. Mrs Sprackling declared that her husband was Chairman of Newick Rugby Club.
- 3. MINUTES:** It was agreed by those who had been present that the Minutes for the 26th February, 2013 could be signed as a true record.
- 4. QUESTIONS OR STATEMENTS FROM THE PUBLIC:** The report supplied by PCSO Sally-Ann Reed was noted at this point.
A report from the Newick Sports Pavilion Management Committee (NSPMC) which outlined the need for additional storage facilities had been circulated to Councillors prior to the meeting. Two members of NSPMC attended the meeting to ask Councillors to consider agreeing to the erection of a 10' x 20' storage shed over the now redundant concrete base which was previously used for cricket nets. Following questions from Councillors it was clarified that whilst the long term aim of NSPMC was for the sports pavilion to be rebuilt, the proposed shed would help resolve the short term need for better storage facilities. It was further clarified that the Parish Council would not be asked to pay for the new shed. The Parish Council agreed in principle to the erection of the shed subject to the conditions that NSPMC would check whether or not planning permission would be required and that the design of the shed must be approved by the Parish Council Playing Fields Committee.
- 5. PLANNING:**
Approval of Planning Committee Meeting Minutes dated 12th March, 2013. It was agreed that these could be signed as a true record.

APPLICATIONS:

Newick LW/13/0079	Sparrow Hatch Tilehouse Lane Planning Application - Erection of a single storey side extension. The Parish Council supported this application.
Newick LW/13/0151	53 Western Road Planning Application - Conversion of garage to games room and construction of new double garage. The Parish Council supported this application.
Newick LW/13/0152 & LW/13/0153	Paynters 11 Western Road Planning Application & Listed Building Demolition Application - Demolish existing garage and erection of new garage. The Parish Council considered that it was not able to comment on this application as the dimensions of the proposed new garage were not shown on the plan.

APPROVALS/REFUSALS

The following decisions from Lewes District Council were noted:-

LW/13/0072 17A Western Road – Erection of first floor extension over garage and conversion of garage to play room, alter rear flat roof to shallow pitched lean-to and porch infill extension – Permission Granted

TW/13/0011/TCA 3 North Lodge, High Street – Tree work - no objection

TW/13/0012/TCA 16 High Street – Tree work – no objection

Neighbourhood Plan –

Notes from meetings of the Neighbourhood Plan Steering Group held on 5th and 19th March 2013 had been circulated to Councillors for information. The Chairman confirmed that the report following the Consultation Day on 17th November 2012 had been put on the Parish website, and that letters had

been sent out in connection with item 10 of the notes of the meeting held on 19th March 2013. He reported that there had not been a good response from local businesses to letters which had been sent to them. Cllr. Mrs Sprackling offered to make some follow up telephone calls and it was agreed that she should contact Linda Farmer in order to progress this. The meeting organised for Clubs and Societies on 19th March was reported to have been useful, with about 25-30 people attending. Landowners and developers would be invited to have stands at the next Consultation Day. A flyer advertising a Consultation Morning for young people on 13th April 2013 was to be distributed to all households in the parish with the Parish Council newsletter.

It was agreed that Cllr. Berryman should be appointed to the Planning Committee.

6 MATTERS ARISING: There were no matters arising. The Chairman stated that in future the Clerk would provide a progress report of any actions taken following the previous meeting which would not be reported elsewhere on the agenda.

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

An email had been sent to ESCC Highways asking that signs left behind after the resurfacing work in Church Road should be removed and that the finished work should be inspected as it was felt that the new surface had not been properly sealed at the edges. A response had been received confirming that the contractor's Works Supervisor would be asked to check the finished work and arrange for the signs to be removed. Councillors asked for this matter to be raised at the forthcoming SLR meeting with ESCC Highways as it was considered that the completed work was not of an acceptable standard.

8. FINANCIAL MATTERS

Payments:

Signed during the month following approval at the previous Parish Council meeting:-

C. Wickens – Branding iron for Newick Rootz £75.00 200614

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

South East Water Ltd – water supply, Sports Pavilion £379.90 200615

D. Sankey Pest Control – Mole Treatment KGVPF £50.40 200616

Lindsey Baker Fencing – 3 x replacement posts on Green & refix post at Ridgeland Lane (2 invoices) £185.00 200617

C. Jago – Mileage Expenses, Councillors' Briefing 23/2/13 £27.90 200618

J. Smerdon – Expenses for Clerk's Retirement Reception £25.53 200619

S. Berry – Clerk's expenses on behalf of PC (postage, telephone, use of home as office, travel, date stamp, toner cartridges, printer paper, flags) £575.62 200620

S. Berry – Clerk's Salary £594.68 200621

Post Office Ltd. – Tax & NI from Clerk & PC £27.88 200622

East Sussex Pension Fund – Pension contributions from Clerk & PC £167.04 200623

DK Moemken – Village maintenance £280.00 200624

Total £2388.95

The payment to Cllr. Mrs Smerdon was to cover her expenses for the former Clerk's retirement reception in excess of the monies donated personally by current and some former Parish Councillors. The Chairman asked whether, now that the situation regarding the Power of Wellbeing had been clarified, these donations should be refunded. It was agreed that refunds would not be necessary.

Outturn – The Outturn for February 2013 had been forwarded to Councillors for information. Cllr. Jago advised that any budget shortfalls would be balanced as part of the end of year reconciliation process, with surpluses being carried forward to the new financial year where this had been previously agreed. The amended figure for VAT reclaimed in connection with items purchased for Newick Village Hall was noted.

The Council approved the immediate payment of a Gratuity of £11,627.56 to its recently retired Clerk, Mrs Linda Farmer, which it had built up annually in its Reserves. Of this sum £7674.82, which is the amount accrued until the Statutory change from 6th April 2006, is not taxable. Payment followed Counsel's Opinion, commissioned by the Society of Local Council Clerks, which had not been disputed by the National Association of Local Councils (NALC). The resolution was proposed by Cllr. Jago, seconded by the Chairman and agreed unanimously. The Clerk was instructed to calculate the tax and National Insurance deductions to be made and to make the payment to Mrs Farmer before the end of the financial year.

After considering the Internal Audit Plan document which he had supplied to the Clerk in November 2012, no additions were thought to be necessary so it was resolved that the Internal Auditor should be asked to carry out an audit of all the items listed. The draft letter formally requesting the Internal Auditor to undertake the audit was approved.

It was resolved that Paragraph 8, item 6 of the Financial Regulations should be amended in order to take account of Directive 2011/7/EU on Combating Late Payment in Commercial Transactions which came into force with effect from 16th March 2013. The following wording for Paragraph 8, item 6 of the Financial Regulations was approved:- 'If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debt (interest) Act 1998 or to avoid payment of compensation under Directive 2011/7/EU on Combating Late Payment in Commercial Transactions, and the due date for payment is before the next scheduled meeting of the Council and the Clerk/RFO certifies that there is no dispute or other reason to delay payment the Clerk/RFO can make arrangements to have this signed by two signatories.'

9 CORRESPONDENCE:

- 9.1** Email from Mrs Lightfoot re use of dog whistles. It was suggested that Mrs Lightfoot should be advised to put an article in Newick Parish News highlighting this problem.
- 9.2** Email from Mrs Boggis re use of shot guns in field adjacent to churchyard. This had been passed to Cllr. Jago for further investigation, however, he had been unsuccessful in his attempts to contact Mrs Boggis.
- 9.3** Email from NALC - retirement of Chief Executive
- 9.4** SALC – March newsletter – emailed to Councillors 1/3/13
- 9.5** Email from Pizza Cucina – Pizza Van coming to Newick on Wednesdays 4-8 p.m. and parking near Community Centre. Councillors asked that the pizza van operatives should clear up any litter left by their customers and agreed to monitor the situation.
- 9.6** Came & Company – Parish Matters Spring 2013 – emailed to Councillors 5/3/13
- 9.7** Email from Robert White, PAAL, - thanks to Newick PC for its support and request for article to be included in Parish Magazine –this had been forwarded to the magazine editor.
- 9.8** Email from Ordnance Survey – Postcode Address File Public Sector Licence available to public sector organisations free of charge from April 2014
- 9.9** Email from LDC – relocation of Planning Services – emailed to Councillors 8/3/13
- 9.10** Email from SALC – link to NALC survey on new Quality Parish Council scheme – emailed to Councillors 12/3/13. It was reported that some Councillors did not have the information to be able to answer the questions, however, the former Clerk had sent a response based on her experience of the Quality Parish Council Scheme.
- 9.11** Email from ESCC Adult Social Care – It was noted that the Handyperson Grant Scheme would be closing on 28/3/13.
- 9.12** Email from Simon Stevens – thanks to PC for supporting Stiances Archaeological Project
- 9.13** Email from ESCC ETE Team – Emergency closure Jackies Lane – emailed to Cllrs. 18/3/13
- 9.14** Application form from ESCC for new grit bin (£275 for installation & initial fill). The Council resolved that it would not supply additional grit bins at Cornwell's Bank or Cricketfield.

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

Rural Services Network weekly news digest 4th, 11th, 18th & 25th March 2013, and rural opportunities bulletin for March 2013.

Fields in Trust March ezine

AirS e-bulletin March 2013

ESCC – ETE In Your Area March/April 2013

3VA – enewsletter Issues 105 & 106

Go e-sussex newsletter March 2013

SLCC news bulletin

Clerks & Councils Direct – March 2013

SLCC, The Clerk Magazine March 2013

NALC, LCR Magazine Spring 2013

Lewes District Council – District News, Spring 2013

10. COMMITTEES' & COUNCILLORS' REPORTS:

Playing Fields Committee: It was reported that the meeting scheduled for 12th March had not taken place as insufficient committee members were able to attend.

A revised estimate for the soundproofing work to the skateboard ramp had been received and it was agreed that this work should go ahead. The same contractor had provided a quotation

to repair the damaged ranch fencing on the Playing Field near to the Scout Hut which was also accepted.

An email had been received from the Cricket Club stating that work to clear the pile of grass cuttings from the Playing Field had been delayed by the bad weather, but that it was in hand. The Cricket Club had also asked for an application form for a grant from the Parish Council. The Parish Council does not have a grant application form and Councillors felt that it was not necessary for one to be developed at present. The Clerk was asked to write to the Cricket Club for further details about their request for a grant.

It was noted that LDC had advised that neither the extension of the CCTV system nor the provision of additional storage for the Sports Pavilion would be considered suitable projects for the S.106 funding, however, one of its officers, Christopher Bibb, had offered assistance with drawing up a suitable scheme. Cllr. Armitage stated that he would like to see some of this money used to relocate and improve the skateboard facility. He agreed to contact a skateboard equipment manufacturer for initial advice and guidance prior to arranging a site visit with LDC.

Cllrs. Mrs Smerdon and Mrs Sprackling considered that play facilities for the under 5s were inadequate. It was agreed that they would form a small group to investigate how some of the S.106 money could be used to improve facilities for that age group.

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

Environment Committee: There had been no meeting in March. Items put forward for the agenda for the Strengthening Local Relations (SLR) meeting with ESCC Highways on 12th April were as follows:- Pot Holes in Allington Road and Oldaker Road, Problems with resurfacing work in Church Road i.e. signs not removed, edges not sealed, white lines and 30mph decals not reinstated, and the High Street parking scheme. Teresa Ford (ESCC Highways) had supplied costings for additional paving and kerbing on The Green near to the bus stop hard standing, however, she had not supplied costings for the additional kerbing which had been requested at the site visit. Following a telephone conversation with the Clerk she had agreed to supply this as soon as possible. It was pointed out that costings were also required for the High Street parking scheme and the Clerk was asked to progress this.

Finance and General Purposes Committee: There had been no meeting in February.

Tree Warden: There was nothing to report.

Newick Rootz: The notes from the Newick Rootz meeting held on 13th March 2013 had been circulated by email for information.

Cllr. Mrs Wickens reported that work to be carried out on the next work day included bracken clearance on Newick Common, and the manufacture and installation of more fingerposts. A new survey of the rights of way in the parish was due to be undertaken as was an inspection of 'Lovers Lane' (footpath 8) near to Mitchelswood Farm.

Allotments: The proposed agreement between the Parish Council and Newick Allotment Society for the management of the Allotments at Cricketfield was approved subject to the following amendments:- Paragraph 2, the date should read 30th September, and Paragraph 6c should read ' Not cause any nuisance or annoyance to the occupier of any other plot or neighbouring property outside the allotment or have any bonfires, barbecues or parties.'

Cllr. Jago highlighted paragraph 8 which stated that the Council shall pay all rates, taxes, dues and other assessments, and he advised that these costs would have to be recouped from the rent paid by the Allotment Society. It was resolved that subject to the amendments noted above the agreement should be submitted to the Allotment Society.

The Clerk apologised that she had not yet written to Headway regarding land for new allotments but agreed that she would do so without further delay.

Neighbourhood Watch: Cllr. Mrs Sheppard advised that she had received reports of two young women who were allegedly carrying out external inspections of the roofs of properties in Leveller Road. When challenged they had been reluctant to say who they were working for. This had been reported to the police. Cllr. Berryman reported that his neighbours in Allington Road had found prowlers in their garden, possibly looking at the oil tank.

Village Fun Day 2013: It was noted that the Fun Day had been cancelled owing to lack of support from local clubs and societies.

Village Hall – Cllr. Allen reported that the Newick Village Hall Management Committee (NVHMC) had some new members following its recent AGM. The NVHMC had projects planned for the coming year but the balance of the loan money would probably not be required for these. There were, however, projects planned for the longer term (e.g. provision of additional parking) which would require the monies which the Parish Council is holding in reserve. Cllr. Allen stated that he was willing to relinquish his place on the NVHMC if any other Councillor wished to take over from him at the Parish Council AGM in May. It was noted that the Award for All Big Lottery Grant had been closed following successful completion of the kitchen project.

Lewes District Association – The meeting scheduled for 11th March 2013 had been postponed to 8th April because of bad weather.

Twinning Association 20th Anniversary Ceremony in Itteville - It was noted that the Chairman had received an invitation to attend the Twinning Association 20th Anniversary Ceremony in Itteville at the end of May. Cllr. Mrs Thew advised that it would not be necessary for the Parish Council to provide a gift to commemorate the anniversary.

11. **Lewes District Council Joint Core Strategy – Proposed Submission Document**
It was noted that the agreed response to the Proposed Submission Document had been sent to Lewes District Council and an acknowledgement received.
12. **Possible housing developments on LDC owned land** – A list of sites owned by Lewes District Council which could potentially be developed had been passed to Cllr. Berryman. Three of the sites were in Newick, but there were no site maps and no explanation as to why the list had been compiled. It was agreed that this matter would be taken up with Lewes District Council via the Neighbourhood Plan Steering Group.
13. **Emergency Plan/Community Resilience** – Cllr. Allen reported that the existing Emergency Plan document was being updated. Alongside this work, he had also started to complete a separate Community Resilience Plan following the model produced by the Sussex Resilience Forum. He advised that he had reached the stage where guidance was required on how to proceed. Cllr. Berryman offered to give some assistance and it was agreed that Cllrs. Allen and Berryman would report back to the next meeting. The Clerk was asked to continue to chase those named in the existing Emergency Plan who had not responded to initial attempts to contact them
14. **Annual Parish Meeting** – Plans for the Annual Parish Meeting were discussed. It was agreed that Councillors would arrive at the village hall at 6.30 p.m. to assist with setting up the hall. The Clerk was authorised to purchase wine and nibbles in similar quantities to those purchased the previous year. A speaker had not been invited but it was agreed to ask one of the Planning Officers from Lewes District Council if they would be able to attend to answer any questions which may arise following the Neighbourhood Plan Progress Report. Members of the Neighbourhood Plan Steering Group would issue the invitation. It was agreed that the Chairman's Report would be a written report left on the chairs in the hall.
15. **Village Website** – Cllr. Berryman reported that he had noticed a number of errors and omissions on the Village Website and was concerned that it was not being kept up to date. The Clerk explained that the various organisations which had sections on the website had their own section administrators who were supposed to keep their sections up to date. The Parish Council also pays a website administrator to oversee the running of the site and deal with registration. The Clerk advised that the website administrator, who does not live locally, would be coming to this area in the next few weeks and that he had offered to meet to discuss any issues with the website. Cllr. Berryman agreed that he would be happy to meet the administrator and he asked for further information about how much is being paid for the website and what this covers. The Clerk agreed to obtain a list of section administrators so that they could be reminded to keep their sections up to date.
16. **Review of Flag Policy** – The Clerk reported that the following flags had been purchased to be flown on flagpoles on The Green during the summer in addition to the Union Flag and the Parish Council flag which are flown all year round:- St George's flag, St Andrew's flag, Welsh flag, St Patrick's Flag, French flag and the Sussex flag. It was agreed that these flags should be flown from May to September.

- 17. **CCTV** – It was agreed that the quotation received for replacing the hard drive for the CCTV system should be accepted.
- 18. **Items to be referred to the next Agenda** – Lewes District Council Community Infrastructure Levy (CIL) Draft charging Schedule

Meeting Closed at 9.50 p.m.

Signed:Chairman

Date: