

## NEWICK PARISH COUNCIL

**MINUTES** of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 29<sup>th</sup> January 2013 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick.

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

- 1. APOLOGIES:** Apologies were received from PCSO Sally-Ann Reed.
- 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 Chairman made Councillors aware of the recommendation by the Internal Auditor regarding declaration of interests and advised that they should declare any interest, including membership of Clubs and Societies, when relevant at the start of each meeting. The following declarations of interest were made: - Cllr. Mrs Smerdon – Allotment Society, Cllr. Allen – Village Hall Management Committee, and Cllr. Armitage – Village Society. Requests for dispensation to approve the budget and set the precept for Newick Parish Council during the period 1<sup>st</sup> January 2013 to 31<sup>st</sup> March 2015 had been received from Cllrs. Allen, Armitage, Berryman, Houghton, Jago, Lucas, Mrs Sheppard, Mrs Smerdon, Mrs Sprackling, and Mrs Thew. Cllr. Mrs Wickens proposed and Cllr Armitage seconded that dispensation should be granted, this was agreed unanimously.
- 3. MINUTES:** It was agreed by those who had been present that the Minutes for the 27<sup>th</sup> November, 2012 could be signed as a true record.
- 4. QUESTIONS OR STATEMENTS FROM THE PUBLIC:** No questions.  
The report supplied by PCSO Sally-Ann Reed was noted at this point.
- 5. PLANNING:**  
Approval of Planning Committee Meeting Minutes dated 11<sup>th</sup> December, 2012 and 8<sup>th</sup> January 2013. The Council agreed that these could be signed as a true record, subject to the correction of a spelling mistake in paragraph 5 of the minutes dated 8<sup>th</sup> January 2013.

### APPLICATIONS:

<b>Newick</b>	<b>34B Allington Road</b>
TW/13/0005/TPO	Tree work application – the Parish Council supported this application
	<b>Terjun, 41 Church Road</b>
TW/13/008/TCA	Tree work application – the Parish Council supported this application
	<b>Foxlea, 2 Hunters View, Western Road</b>
TW/13/007/TCA	Tree work application – the Parish Council supported this application
TW/13/006/TPO	Tree work application – the Parish Council supported this application

The Parish Council Tree Warden reported that she had received a response from Lewes District Council's tree officer to her comments regarding a previous tree work application for 6 Langridges Close ((TW/12/0122/TPO).

### APPROVALS:

LW/12/0846	Rock House, Tilehouse Lane – erection of replacement domestic garage/store
LW/12/0931	14 Newick Drive – erection of two storey front extension

### Neighbourhood Plan –

Notes from meetings of the Neighbourhood Plan Steering Group held on 18<sup>th</sup> December 2012 and 15<sup>th</sup> and 22<sup>nd</sup> January 2013 had been circulated to Councillors for information. The Chairman stated that he and Cllr. Mrs Wickens would be meeting shortly to analyse the comments made at the consultation event in November 2012. The Steering Group had met with two landowners who were considering whether or not to offer their land for development. The Group was in the process of producing a questionnaire for local businesses and would be setting up meetings, one for local clubs and societies and a second aimed at engaging young people. A provisional booking had been made to hold a further consultation day in May. Mr Turk had been asked if he would be prepared to carry out a Character Assessment of the existing properties in the village. It was noted that while preliminary discussions were taking place with landowners information regarding specific sites might be sensitive and should not be discussed at public meetings. Cllr. Armitage stated that where documents contained sensitive or confidential information it should be clearly marked as such.

The Steering Group had been offered further training by CPRE but had decided not to take up this offer at present, however, they would continue to receive advice from LDC Planning Officers when necessary. A briefing paper which stated that communities whose Neighbourhood Plan is formally examined and approved at referendum will receive an additional 10% of any Community Infrastructure Levy monies was noted.

**Draft Consultation Core Strategy Plan LDC** – item 13 on the agenda was brought forward.

A letter drafted by Cllrs. Jago and Armitage in response to the Joint Core Strategy – Proposed Submission Document had been circulated in advance for comment. Cllr. Jago asked Councillors to make comments in time for the final draft to be approved at the Parish Council meeting on 26<sup>th</sup> February. A member of the public who was present at the meeting stated that he was anxious that members of the public should be made aware that they could influence the Parish Council's response to the Proposed Submission Document. It was agreed that an article should be put on the Parish Council's website inviting comments from residents.

Email from Cllr. Jim Sheppard – it was agreed that no action should be taken.

**CCTV at Sports Pavilion** – this part of item 10 on the agenda was brought forward.

Cllr. Mrs Sprackling reported on a site meeting with the contractor to discuss the difference between the two quotations received for replacing the CCTV hard drive. It was noted that the existing CCTV cameras have a short life and would be likely to need replacing in the near future. The contractor had not yet supplied the quotations for additional work and the Clerk was asked to contact him to get a further quotation for a wireless CCTV camera and to check the financial regulations to confirm the position on purchases costing in excess of £1000. It was also suggested that it might be possible for some of the S106 money associated with Alexander Mead development to be used towards the cost of upgrading the CCTV system and the Clerk was asked to investigate this. A member of the sports pavilion committee who was present at the meeting asked whether the existing mobile phone dongle was good enough to allow remote access to the CCTV system. Cllr. Mrs Sprackling to liaise with the Clerk and the contractor to try to resolve these issues.

**6 MATTERS ARISING:** There were no matters arising.

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

The Clerk had arranged for remedial work to be carried out on The Green following damage by a large vehicle.

An email had been sent to ESCC regarding builders rubble on verge in South Rough, this had been passed to enforcement officers at LDC who had visited the owner of the property and reported back to the Parish Council that the verge was due to be cleared.

A letter had been sent to traders on The Green advising them of the supply of grit provided by ESCC for use on pedestrian areas during bad weather.

Bookings had been made for the Clerk to attend a regional conference of the Society of Local Council Clerks and a CiLCA Fast-Track training day.

**8. FINANCIAL MATTERS**

The Draft Budget for 2013/14 was approved and it was resolved that the Parish Council should seek a precept of £54400 from LDC, the same amount as for the current financial year. Cllr. Jago advised that LDC would be putting in place a local grant scheme which would cover the shortfall brought about by the new Council Tax Support Scheme if the precept is kept at the same level as last year.

**Payments:**

The following payments signed during the month of December were noted:-

Wicksteed Leisure Ltd – Repair of play equipment	£1454.35	200573
Barcombe Landscapes - Mowing	£1771.31	200574
D. Sankey – Mole Treatment	£50.40	200575
Newick Village Hall – hire of hall for Consultation Day 17/11/12	£160.65	200576
Newick Sports Pavilion – use of screen by Parish Council & Newick Rootz	£65.00	200577
S.E. Berry – Postage, paper, subscription to SLCC	£166.29	200578
L. M. Farmer - Salary for December, 2012	£709.10	200579
Post Office Counter – NI Tax from Clerks and PC	£210.12	200580
S.E. Berry – Salary for December, 2012	£633.79	200581
D K Moemken – Village Maintenance, December	£360.00	200582
Mr S Carter – Delivery of Parish Council Newsletter	£120.00	200583
Lewes District Council – Dog Bin Emptying	£177.84	200584
Harraway Tree Services – Inspection of oak tree	£450.00	200584
Broker Network Ltd. – Additional insurance premium	£26.73	200586

It was resolved that the following payments due for January 2013 be approved for payment:-		
Barcombe Landscapes – Mowing Oct, Nov & Dec 2012		£1084.87 200587
D. Sankey – Mole Treatment KGV Playing Fields		£50.40 200588
Newick Sports Pavilion – cost of paint materials		£775.50 200589
S.E. Berry – postage, envelopes, toner cartridges, telephone, use of room as office		£575.06 200590
East Sussex Pension Fund – Employer & Employee contributions (backdated)		£616.77 200591
Post office Counters – NI & Tax from Clerk & PC		£27.68 200592
S.E. Berry – Salary for January 2013		£489.39 200593
Campaign to Protect Rural England – Annual subscription		£30.00 200594
Sussex Association of Local Councils – Training for Clerk 20/3/13		£100.00 200595
L.M. Farmer – telephone calls, mileage & parking, postage		£25.07 200596
D.K. Moemken – Village Maintenance		£366.90 200597
Lindsey Baker Fencing – Reinstate damage to The Green		£120.00 200598

Cllr. Jago had a query regarding the payment for Barcombe Landscapes which he would discuss with the Clerk. Cllr. Mrs Wickens stated that she had not been aware that there was a charge for the use of the screen at the Sports Pavilion.

**Outturn** – The Outturn for November and December 2012 had been forwarded to Councillors for information.

**Bank Balances** – Cllr. Jago confirmed that he had carried out the quarterly check of the bank balances with the Clerk and that he was happy that the balances stated were correct. He confirmed that monies from the maturing Lloyds bank account had been reinvested.

**Update of Signatories and persons authorised to operate the Parish Council bank accounts Co-operative Bank Accounts (Community Directplus Account & Business Fixed Rate Deposit Account).** It was resolved:-

- That Susan Berry, Clerk to the Council and Responsible Financial Officer, should be named as the Key contact to receive all communications and statements for the accounts,
- That she should be authorised to transfer monies between the current account and any other accounts in the name of Newick Parish Council, but not to sign any cheques,
- That she should be authorised to change the security pass number for the accounts and
- That the signatories for this account should be Mr Christopher Jago, Mrs Catherine Wickens, Mr John Lucas, Mrs Melanie Thew and Mr Christopher Armitage

**Barclays Business Premium 10 Day Notice Account.** It was resolved:-

- That Linda Farmer and Graham Collier be removed as authorised persons from the account,
- That Susan Berry, Clerk to the Council and Responsible Financial Officer, and John Lucas, Chairman of the Council, be added as authorised persons to the account,
- That the authorised persons for this account should be Susan Berry, John Lucas and Christopher Jago
- That the banking information details be changed for all communication to be sent to Susan Berry, Clerk to the Council and Responsible Financial Officer at 18 Newlands Park Way, Newick, Lewes BN8 4PG

**Lloyds Treasurers Account.** It was resolved that this account should be closed and any balance transferred to the Parish Council's current account with the Co-operative Bank.

**9 CORRESPONDENCE:**

- 9.1** Agenda for meeting of Lewes District Association of Local Councils 10/12/12, which was attended by Cllr. Allen
- 9.2** Email from resident complaining about dog mess in Allington Road – an article had been placed in Parish Magazine asking dog walkers to clear up after their pets.
- 9.3** ETE In Your Area (Dec 2012-Jan 2013) – this had been emailed to Councillors 3/12/12
- 9.4** SALC Winter Newsletter – this had been emailed to Councillors 12/12/12
- 9.5** ESCC draft Local Flood Risk Management Strategy consultation document. An email had been sent to Mr Alexander, Goldbridge Farm but no response received. No further action required.
- 9.6** Letter from Shirley James, Chair of Newick Neighbourhood Panel with dates of forthcoming meetings and agenda for meeting on 21/1/13.
- 9.7** Invitation to attend Lewes and Seaford Citizens Advice AGM 16/1/13 – this had been emailed to Councillors 24/12/12.

- 9.8 List of dates for training offered by SALC – this had been emailed to Councillors 24/12/12 & 16/1/13. Cllr. Jago would attend the Councillors' Briefing on 23/2/13.
- 9.9 Email from North Chailey resident regarding Go East Sussex Super-fast Broadband campaign – this had been copied to Cllr. Armitage and a response sent 3/1/13
- 9.10 Various emails from ESCC Highways regarding resurfacing work in Church Road – these had been forwarded to Councillors and information put on Parish website
- 9.11 Email from resident regarding child's lost bicycle – this had been forwarded to the local PCSO and Neighbourhood Watch Coordinator. The bicycle had since been found.
- 9.12 SALC Newsletter (January 2013) – this had been emailed to Councillors 14/1/13
- 9.13 Email from Came & Company, Parish Council Insurance announcing their new website
- 9.14 Email from Carlos Daly introducing his company 'Trees Understood'
- 9.15 Email from NALC asking for response to questions regarding the effect of the localisation of council tax support measures on local councils – deadline for response 30/1/13, the Clerk was asked to respond.
- 9.16 Invitation to attend CPRE Sussex Countryside Trust Spring Conference – this had been emailed to Councillors 16/1/13. The Chairman stated that he would attend and invited other Councillors to join him.
- 9.17 Agenda for Hampshire ALC Annual Conference 7/3/13
- 9.18 Email from ESCC attaching link to Planning Inspector's report on East Sussex, South Downs and Brighton & Hove Waste and Minerals Plan – this had been emailed to Councillors 18/1/13
- 9.19 Letter from resident regarding gritting of Allington Road & Church Road in bad weather – this had been raised at SLR meeting 7/12/12 and a response had been sent.
- 9.20 Email from resident complaining about damage to verges in The Rough. This would be discussed at the Environment Committee Meeting on 12<sup>th</sup> February.

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

Rural Services Network weekly news digest 31<sup>st</sup> Dec 2012, 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> & 28<sup>th</sup> January 2013

Rural Services Network – link to article on MPs rally for fairer rural funding 15/1/13

Minutes of Lewes District Association of Local Councils meeting 10/12/12

Minutes of SALC Meeting with Chief Constable Sussex Police 30/11/12

Notes of meeting between SALC Chairmen & Police & Crime Commissioner 12/12/12

Fields in Trust newsletter

CSC Regeneration funding report

ETE In your Area – January/February 2013

Adult Social Care's quarterly consultation update – January 2013

Alzheimer's Society news release – 15/1/13

Information regarding Home Works service

AIRS ebulletin – January 2013

Speech by Nick Boles MP – forwarded by Seona Lightfoot

Sussex Police – Lewes District newsletter January 2013

Clerks & Councils Direct – January 2013

St Peter & St James Hospice magazine – Winter 2012

## 10. COMMITTEES' & COUNCILLORS' REPORTS:

**Playing Fields Committee:** It was agreed by those who had been present that the Minutes of the Playing Fields Committee meeting held on 11<sup>th</sup> December 2012 could be signed as a true record subject to the correction of a typing error in item 4.

It was noted that the quotation for the soundproofing of the low level skateboard ramp was to be accepted less the cost of the mineral fibre which would be supplied free of charge by a local business.

It was noted that the quotation for the filling of the cracks on the surface of the skateboard ramp had been accepted.

It was noted that a response had been received from the Cricket Club and that the grass cuttings would be removed within the timescale set by the Parish Council. The Cricket Club stated that a contribution towards the cost of removal would be gratefully received, however, no contribution was proposed. The Clerk was asked to acknowledge the letter and invite the Cricket Club to apply for a grant from the Parish Council in the next financial year.

A request had been received from Newick Scouts for permission to use a small bouncy castle on the recreation ground during a joint event with Newick Rugby Club on 12<sup>th</sup> April 2013. It was agreed that permission should be granted on the understanding that the bouncy castle would be properly supervised and the Scouts would supply evidence of their liability insurance. CCTV – this item had been brought forward and was discussed between items 5 & 6.

**Monthly Inspection Reports:-** It was noted that the monthly reports for November 2012 and January 2013 had been received and that no equipment had been identified for repair. It was

also noted that the report for December had not been received and that a copy had been requested.

**Environment Committee:** There had been no meeting this month.

The notes from a site meeting on 28/11/12 with County Councillor Meg Stroude and officers from ESCC had been circulated in advance for information. It was reported that there had been no objection received to the proposal to put double yellow lines at the junction of High Street and Newick Hill and that this work would go ahead subject to weather conditions.

There had been no further contact regarding the proposed footpath and kerbing on The Green or the proposed layby on High Street. These items were to be chased.

The Minutes of the Strengthening Local Relationships (SLR) meeting held on 7<sup>th</sup> December 2012 were noted and it was agreed that the data collected from the speed monitoring exercise should be sent to all Councillors.

It was noted that the ESCC Traffic Management Permit Scheme Consultation document had been sent to Councillors on 30/11/12. There had been no comments and no further action was required.

Cllr. Mrs Smerdon reported that there was a problem with litter in the village, particularly in the bus shelter on The Green. A brief article had been put in the Parish Magazine and it was agreed to approach the PCSO to ask her to approach the youths who use the bus shelter.

**Allotments** – It was reported that Cllr. Mrs Smerdon and the Clerk had met with the allotment holder for the plot off Cricketfield and had subsequently discussed the items which needed to be addressed. The allotment holder had been asked to remove any plants and shrubs which he wished to retain by the deadline of 31/3/13. It was recommended that he should be allowed to take on a smaller allotment on the site which should leave enough room for a further four plots. Quotations for clearing the site and for removing some non-productive fruit trees had been requested. Cllr. Mrs Smerdon was of the opinion that LDC had not properly managed the allotment site, and that they should be asked for a contribution towards the cost of clearance. There was some uncertainty over the legality of subletting the allotments to the Allotment Society which would need to be clarified. Cllr. Mrs Smerdon would put together a proposal for the management of the site with the assistance of Cllrs. Jago and Allen.

It was reported that the land agents acting for Headway had been contacted but no decision had been made about the use of their land for allotments.

It was agreed that the Village Handy Person should be paid for an additional three hours per week up until the end of March 2013.

Cllr. Berryman expressed an interest in joining the Environment Committee, this was agreed.

**Finance and General Purposes Committee:** It was agreed by those who had been present that the Minutes of the Finance and General Purposes Committee held on 8<sup>th</sup> January 2013 could be signed as a true record.

It was noted that the level of insurance cover for Fidelity Guarantee (Employee Dishonesty) had been increased in accordance with the recommendation made by the Internal Auditor.

It was noted that the issue of the payment of the former Clerk's gratuity was in the hands of the Society of Local Council Clerks.

The updated Business Continuity Plan, which had been amended to reflect the new Clerk's details, was approved.

The draft policy for the use of mobile phones, smart phones, tablets and other electronic devices during all Newick Parish Council meetings was considered. Following discussion it was agreed not to adopt the policy. The statement 'Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior (written) consent' already exists in the Council's Standing Orders (1j), therefore, no change would be required. However, it was noted that where it is necessary for mobile phones to remain switched on during meetings they should be on silent mode.

It was noted that the Criminal Records Bureau (CRB) had changed its name to the Disclosure and Barring Service (DBS) and that it was likely that some of the Council's policies and those of other organisations such as the Sports Pavilion and Village Hall Management Committees would have to be updated accordingly. Cllr. Allen agreed that he would work with the Clerk to review existing policies in the light of this change.

**Tree Warden:** It was noted that the report following the inspection of the oak tree on the green at the junction of Powell Road and Oldaker Road had been received and that work to the tree had been recommended. Quotations were being obtained for this work and an application would need to be submitted to Lewes District Council as the tree is the subject of a Tree Preservation Order.

It was reported that several residents had asked why the oak tree on the recreation ground had been felled. Cllr. Armitage stated that the Parish Council had been advised that the tree was diseased and that as it was growing on a Playing Field the decision had been taken that it should be removed for safety reasons.

**Newick Rootz:** The notes from the Newick Rootz meeting held on 14<sup>th</sup> January 2013 had been circulated in advance for information.

It was reported that Newick Rootz now has an accident book.

Correspondence between Cllr. Mrs Wickens and Newick & Sutton Hall Estates regarding the public footpath from the Church yard across Church Farm Home Field was noted.

**Neighbourhood Watch** – It was noted that a cheque for £45.75 had been received from recycle4charity.co.uk for the recycling of printer cartridges.

Cllr. Mrs Sheppard reported that the Neighbourhood Watch sign at the junction of Oxbottom Lane and the A272 had been knocked down. The sign itself had been retrieved but the pole needed to be replaced. ESCC had been contacted and asked to carry out this work but the Parish Council would have to meet the cost of this.

Cllr. Mrs Sheppard reported three incidents in the village, the first involved a representative from Gold Age Group who was cold calling on residents, this had been reported to the Police who had attended. The second was the theft of some lead planters from a resident's garden and the third involved a fire in Allington Crescent which was being investigated by the Police.

**Newick Neighbourhood Panel:** The notes of a meeting of the Newick Neighbourhood Panel had been circulated in advance for information. It was noted that the Chair of the Neighbourhood Panel had resigned and that there was no venue for future meetings. In view of this, it was agreed that the dates of future Neighbourhood Panel Meetings should not be put on the website.

**Village Hall** – Cllr Allen reported that he had passed on the list of documents required to complete the Village Hall Audit Plan (as per F&GP Minutes 8/1/13 Item 8) and that the Chairman and Treasurer of the Village Hall Management Committee had this in hand however. He agreed to chase them up.

**Lewes District Association** – Cllr. Allen reported that he had attended the meeting of Lewes District Association of Local Councils on 10<sup>th</sup> December 2012.

**Owing to a numbering error there were no items 11 or 12 on the agenda**

13. **Draft Consultation Core Strategy Plan LDC** – This item was dealt with under item 5 Planning, see above.
14. **Emergency Plan/Community Resilience** – Cllr. Allen reported that he had attended a Community Resilience Conference in November 2012 and that in the light of this he was in the process of updating the Parish Council's Emergency Plan. Cllr. Mrs Sheppard had agreed to work with him in place of Mrs Sharpe who had resigned. Mrs Sheppard had checked with Neighbourhood Watch Volunteers to ensure that they were prepared to be named in the Emergency Plan and she would be updating the information accordingly. The Clerk would be checking with owners and suppliers of equipment currently identified in the Plan to check that they were still prepared to be involved.  
There was discussion about action required during bouts of severe weather as it was likely that the Village Handy Person would not be able to reach the village to carry out any clearance of paths on The Green in the event of heavy snow. It was agreed that the shops around The Green should be informed when ESCC provide supplies of salt to be used on pedestrian areas and asked to keep the area in front of their premises clear.
15. **Annual Parish Meeting 17<sup>th</sup> April 2013** – It was agreed that there should be a presentation on the Parish Council's response to the LDC Joint Core Strategy – Proposed Submission Document and the process which was being followed for the Neighbourhood Plan. No external speaker would be required.
16. **Items to be referred to the next Agenda** – Village Website

Meeting Closed at 9.40 p.m.

Signed: .....Chairman

Date: .....