

Newick Parish Council

Minutes of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 28th January 2014 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 of the Parish Council), Mrs J. Sheppard, Mrs J. Smerdon, Mrs DJ Sprackling, and Mrs C. Wickens.

In Attendance: Mrs S. Berry (Clerk),
PCSO Sally-Ann Reed
District and County Councillor Mr J. Sheppard (for part of the meeting)
Two members of the public were present

- 1. Apologies for Absence and to consider whether to approve reasons given:** – Apologies had been received from Cllr Armitage (work commitments) and Cllr. Mrs Thew (prior family engagement). 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 12.6), and Cllr. Mrs Smerdon declared that she was a member of Newick Allotment Society (item 12.7).
- 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 existing policing priorities for Newick (Antisocial Behaviour, Road Safety, and Vehicle Crime) should remain in place. Cllr. Mrs Sheppard gave a verbal report on Neighbourhood Watch matters.

PCSO Sally-Ann Reed left the meeting at 7.08 p.m.

Mr Turk attended the meeting and spoke regarding agenda item 14. He referred to his email dated 26th January 2014, which had been circulated to councillors in advance of the meeting. He stated that whilst he had no objection to a centenary stone in Newick, he considered that The Green was not the right location for it. He did not offer any suggestion for an alternative location.

Mr Cumberlege attended the meeting and spoke regarding agenda item 15. He referred to his letter dated 1st January 2014, which had been circulated to councillors in advance of the meeting, regarding the new kerbing and footway on The Green. Mr Cumberlege noted that there had been no planning application made and, as far as he was aware, the LDC Conservation Officer had not been consulted. He asked that the newly laid path be removed and a path between the A272 and the bus stop be re-laid in brick. The Chairman explained the background to the project, which had been handled by ESCC Highways, and how the work had been funded. Mr Turk stated that he had spoken to local residents who did not like the new footpath, and he asked whether the Parish Council would be contacting the LDC Conservation Officer.

In order to assist the two members of the public who had attended the meeting, it was agreed to bring agenda items 14 and 15 forward for discussion.

- 14 Consideration of request from Newick Branch, Royal British Legion, to erect a Centenary Stone on the Village Green** – A letter dated 26th December 2013 from Newick Branch of The Royal British Legion, asking for agreement in principle to the siting of a centenary stone on The Green, had been circulated to councillors in advance of the meeting. It was agreed that this matter should be referred to the Environment Committee for further consideration. It was also suggested that the Environment Committee should, at the same time, consider whether or not it would be appropriate to plant commemorative trees that could be supplied free of charge by The Conservation Volunteers. Cllr. Wickens agreed to attend the Environment Committee meeting on behalf of Newick Rootz in order to discuss this item.
- 15 Consideration of letter dated 1st January 2014 from resident regarding new footpath on The Green** – It was noted that the only communication received in connection with this matter had been from Mr Cumberlege and Mr Turk. It was agreed that the Environment Committee should consider the feasibility of moving the section of footpath running north to south between the new path and the older line of paving slabs. It was also noted that the earth behind the new bench at the bus stop might need to be reinforced or graded.

The two members of the public who had been present left the meeting at 7.40 p.m.

- 4 **Vacant positions to be filled** – It was noted that Cllr. Armitage had volunteered to take over the positions of Parish Council representative on the Sports Pavilion Management Committee (SPMC) and on the CCTV Management Group. Cllr. Armitage had indicated that he would be unable to attend the SPMC meeting on 4th February 2014 and, as Cllr. Mrs Thew would not be present either, it was agreed that the Clerk would attend this meeting to represent the Parish Council. It was agreed that Cllr. Houghton would take over the Tree Warden duties on a temporary basis with support from Cllr. Mrs Sprackling when necessary.
5. **Exclusion of the press and the public:** It was resolved that the press and the public should be excluded when discussion took place under agenda item 22 in view of the commercially sensitive nature of the matters to be discussed (Standing Order 1c).
- 6 **Approval of the minutes of Parish Council Meetings held 26th November and 10th December 2013 and 14th January 2014** – It was agreed by those who had been present that the Minutes of the Parish Council meetings held on 26th November 2013, 10th December 2013, and 14th January 2014 could all be signed as true records.
- 7 **Matters Arising** – A report from the Clerk regarding the following matters arising from meeting of 26th November was noted:-

Agenda item	
11.9	The East Sussex Mobile Outreach Service had confirmed dates that they would come to Newick as 17 th April and 13 th November 2014 1.30 to 3.30 p.m. It had been agreed that the Mobile Office would leave early on these dates.
13	Proposed review of Parish Council meetings and agendas. SSALC had advised 'The Council's Standing Orders should state the maximum time for a meeting to run on and the Chairman should ensure that each item moves along for the time to stick to what was agreed'. Newick Parish Council's Standing Orders did not state a maximum time, but this was contained in new model standing orders (item 3w) which were under consideration by the F&GP committee.

- 8 **Action taken by the Clerk under Delegated Powers in consultation with Chairman and/or Vice-Chairman:** Actions reported were as follows:-
- Printing of the Winter Newsletter by Danewood Press.
 - Payment of invoices received in December 2013, details of which were contained in the payments schedule which had been distributed to councillors in advance of the meeting.
 - Transfer of funds from Fixed Term Deposit Account with Cooperative Bank to 95 day Notice Account with Cambridge & Counties Bank. It was noted that this action had been requested by the Finance & General Purposes Committee
 - Purchase of printer toners
- 9 **Planning:**

9.1 Applications:

Newick **Deerview Cottage Cockfield Lane Cornwell's Bank**
 LW/14/0005 Planning Application - Change of use of log cabin from residential use to bed and breakfast/holiday let for Mrs M Yeoman. The Parish Council agreed to make **no comment** on this application, however, a request was made that, if change of use was permitted, Lewes District Council should make periodic checks to ensure that the accommodation was genuinely being used for bed and breakfast/holiday let and not as a permanent residence.

Case Officer:
 Miss Michelle Gardiner

9.2 Tree Works Applications – There were no tree works applications for consideration

9.3 **Approvals/Refusals etc.** It was noted that permission had been granted by Lewes District Council for the following applications:-

LW/13/0776 18 Church Road – Erection of a single storey extension to the side and creation of a first floor including the insertion of dormer windows.

LW/13/0727 4 High Hurst Close – Erection of two storey side and rear extensions and alterations.

9.4 **Neighbourhood Plan – Report by Steering Group** – Copies of the notes from the Neighbourhood Plan Steering Group meetings held on 16th and 23rd January 2014 had been circulated and were

noted. It was noted that the Neighbourhood Plan Steering Group had been advised that there was no reason why they could not make use of the Wealden Design Guide 2008 and that they would contact Mr Turk for his recommendations as to how it could be used.

10 Financial Matters:

10.1 Authorisation of Schedule of Payments for January 2014 – It was resolved that the schedule of payments for January 2014 should be approved. The schedule of payments made in December authorised by Cllrs. Jago and Lucas as agreed by the Parish Council (26th November 2013 minute 10.2) was noted.

Payee	Item	Invoice Amount	Cheque Number
Signed During the Month			
Batcheller Monkhouse	Valuation fee	£600.00	200739
R.C. Allen	Mileage Expenses LDALC meetings 30/9 & 9/12/13	£16.20	200740
S. Carter	Delivery of Winter newsletter	£120.00	200741
Newick Parish Council	Transfer of funds to Cambridge & Counties Bank	£25,000.00	200742
Waiting to be signed			
D. Sankey Ltd	Routine Mole Treatment - KGVPF	£50.40	200743
Downs Energy Ltd	Loft Insulation - Newick Village Hall	£484.80	200744
Wicksteed Leisure Ltd	Play equipment repairs. Invoice 718065 £1638.93 less credit note 902104 -£87.00	£1,551.93	200745
Barcombe Landscapes Ltd	Mowing & maintenance of PC land £1415.48 Mowing of ESCC verges £1140.04 Play area maintenance - £180.00	£2,735.52	200746
CPRE	Membership subscription	£30.00	200747
St Mary's Newick Church Barn Centre	Hire by N/Plan Steering Group 5 & 12/12/13	£60.00	200748
S.E. Berry	Postage, Toner cartridges, Printer Paper, Telephone & Broadband, stationery, and Use of home as office	£385.99	200749
S.E. Berry	Clerk's Salary	£563.07	200750
East Sussex Pension Fund	Pension Contributions from Clerk & PC	£200.04	200751
Post Office Ltd	Tax and NI from Clerk & PC	£160.87	200752
S. Orwin	Village Maintenance	£231.55	200753
Total		£32,190.37	

Income in January 2013

Cooperative Bank interest	£0.47
Barclays Bank interest	£84.77
Payment for access on to PC land - 38 The Rough	£5.00
Newick Directory Donations	£320.00
VAT repayment	£776.47
Interest from Coop Fixed Rate Bond	£367.19
Total	£1,553.90

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

- 10.3 Approval of the Minutes of the Finance & General Purposes (F&GP) Committee meeting held 14th January 2014** – It was agreed by those who had been present that the minutes of the F&GP Committee meeting held on 14th January 2014 could be signed as a true record.
- 10.4 To approve recommendations made by F&GP Committee –**
It was agreed that the proposed new presentation format for the budget and the outturn reports should be used with effect from the start of the new financial year (2014/15)
It was agreed that the Parish Council's current account should remain with the Cooperative Bank, but that the balance held in this account should be kept to a minimum.
It was agreed that Regulation 12d of the Parish Council's Financial Regulations should be amended to increase the emergency spending limit for the Clerk to £500.
- 10.5 To note Expenditure Limit under S.137 (4)(a) LGA 1972** – It was noted that the S. 137 expenditure limit would increase to £7.20 per elector with effect from 1st April 2014.
- 10.6 Approval of proposal to purchase two copies of NALC publication 'Local Councils Explained'** – It was agreed that two copies of this publication should be purchased at a cost of £49.99 per copy plus postage & packing.

11 Correspondence to be noted:

- 11.1 A list of correspondence received had been circulated in advance of the meeting, it was agreed that no response was required to any of the items listed.
- 11.2 The following had been received during January and would be circulated via the Members' Envelope:-
Rural Services Network Email news digest 6th, 13th, 20th and 27th January 2014, Rural Vulnerability Service 16th & 23rd January 2014, Spotlight on Older People 30th January 2014, and Rural Opportunities Bulletin January 2014.
CPRE – Sussex Countryside Trust – New Year Message 24th January 2014
Clerks & Councils Direct – January 2014
St Peter & St James – newsletter Spring 2014

12 Committees' and Councillors' Reports:

- 12.1 **Playing Fields Committee** – It was noted that meetings had been arranged for 10th December 2013 and 7th January 2014 but neither meeting had gone ahead because there had been insufficient committee members present for there to be a quorum. A further meeting had been arranged for 3rd February 2014. It was noted that the monthly inspections carried out by Lewes District Council in December and January showed no work to be done.
Discussion on the approval of the remedial works to the roundabout was deferred until after discussion of agenda item 12.2 had taken place.
- 12.2 **Provision of play equipment for the under-fives** – A report of information compiled by Cllr. Mrs Sprackling had been circulated in advance of the meeting. It was noted that the working group would welcome any further ideas and would be consulting more widely in the near future. It was agreed that efforts to provide play equipment for the under-fives should be concentrated on the existing play area rather than trying to provide another site elsewhere in the village.

It was reported that a quotation had been received from Wicksteed Leisure for the repair of the roundabout in the play area following a visit by their engineer. The cost of this work would be £890 +VAT. Wicksteed Leisure had also supplied an estimate of £5,200 + VAT to remove the existing roundabout and replace it with a similar new one. It was agreed that the existing roundabout should be taken out of action in the short term whilst the provision of new play equipment was investigated further. The Clerk was asked to take advice from Lewes District Council on how best to go about this and to check into which company had carried out welding work to the roundabout in the past.
- 12.3 **Tree Warden** – There was nothing to report. The offer from The Conservation Volunteers to supply trees to commemorate the Centenary of WW1 had been discussed as part of item 14 above.
- 12.4 **Environment Committee** – There had been no meeting this month. The minutes of the Strengthening Local Relationships (SLR) meeting held with ESCC Highways on 6th December 2013 were noted. It was also noted that Cllr. Houghton would be compiling a list of overhanging trees and hedges to report to ESCC at the next SLR meeting in April.
- 12.5 **Newick Rootz** – The notes from the meeting of Newick Rootz held on 13th January 2014 had been circulated in advance and were noted. It was noted that a new stile had been installed by Rootz volunteers on footpath 7 near to Tilehouse Farm.

- 12.6 **Newick Village Hall Management Committee (NVHMC)** – It was noted that NVHMC was still considering what action should be taken regarding the trust document, but that it seemed likely that they would continue with the original version rather than set up a new one. It was also noted that the NVHMC AGM would be held in March and that it was likely that there would be some changes to the committee.
- 12.7 **Allotments** – It was reported that the old carpet and metal fencing had still not been removed by Lewes District Council. The Clerk agreed to chase this again.
- 12.8 **Lewes District Association of Local Councils** – The minutes of the meeting held on 9th December 2013 had been circulated in advance and were noted.
- 12.9 **Newick Festival 2014** – Cllr Mrs Smerdon reported that the festival organising committee had requested permission to use some of the flagpoles on The Green for an art installation over the festival weekend. It was agreed that permission could be given provided the items to be flown from the flagpole were of a suitable size
- 12.10 **CCTV Management Group** – The notes from the meeting of the CCTV Management Group held on 10th December 2013, which had been circulated in advance, were noted. It was agreed to approve the draft Terms of Reference for the Group.
- 12.11 **Website** – It was reported that the new Parish Council website pages were now live and could be accessed from the existing village website. Work was being carried out to convert the rest of the site to the new format. It was noted that the Clerk was waiting for training on how to update the new website and it was agreed that Cllr. Berryman should also have this training.
- 12.12 **Fuel Poverty Awareness Training** – Cllrs. Allen and Mrs Sheppard gave a report on the Fuel Poverty Awareness training that they had attended. It was noted that leaflets had been delivered to selected houses in the village and that a link to further information had been put on the website.
- 13 Consideration of request from Newick Cricket Club for permission to hold match against Lashings All Stars** – It was agreed permission should be granted to Newick Cricket Club to hold a match against Lashings All Stars at the King George V Playing Field on Sunday 24th August 2014 on the understanding that there would be no charge to those wishing to enter the recreation ground on that day.
- 14 Consideration of request from Newick Branch, Royal British Legion, to erect a Centenary Stone on The Green** - This item had been dealt with after agenda item 3, see above.
- 15 Consideration of letter dated 1st January 2014 from resident regarding new footpath on The Green** – This item had been dealt with after item 3, see above. It was agreed that the Parish Council would not make contact with the LDC Conservation Officer at this time.
- 16 Consideration of request from Newick Horticultural Society to hold Annual Show and Dog Show on The Green** – It was agreed that permission should be granted to Newick Horticultural Society to hold their Annual Show and Dog Show on The Green on Saturday 6th September 2014.
- 17 LDC Review of Polling Districts and Polling Places** – Extracts of the 'LDC Review of Polling Districts and Polling Places in Lewes District' consultation document had been distributed in advance of the meeting. The proposal concerning Newick Parish was to move the location of the Polling Station from the Community Centre to the Village Hall. The Parish Council agreed to oppose this proposal (7 voted to oppose and 2 abstained) on the grounds that the Community Centre was a much more central location, nearer to village facilities and that it served as a useful community hub on election days. The Parish Council was not aware of any serious parking problems that would be solved by moving the Polling Station to the Village Hall.
- 18 High Street Parking Scheme** – This item was deferred until a firm proposal had been made
- 19 Consideration of proposal to organise a Christmas Market for Christmas 2014** – No proposal was put forward for consideration.
- 20 Consideration of proposal to investigate the feasibility of purchasing land currently on the market in order to secure it for the future of the village** – It was agreed not to pursue this proposal following a vote the result of which was two in favour and 7 against the proposal.

21 Items to be referred to the next Agenda – No items were put forward for the next agenda.

22 Confidential Items – in accordance with the resolution made under item 5 above, this item was discussed in confidence. There were no members of the press or public present.

The meeting closed at 9.48 p.m.

Signed:Chairman

Date: