

Newick Parish Council

Minutes of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 25th November 2014 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick.

Present: Councillors C. Armitage, C. Allen, C. Jago (for part of the meeting) J. Lucas (Chairman of the Parish Council), Mrs J Sheppard, Mrs M Thew, and Mrs C Wickens.

In Attendance: Mrs S. Berry (Clerk)
Three members of the public were present

The meeting was recorded by one member of the public using audio equipment

- 1. Apologies for Absence and to consider whether to approve reasons given:** – Apologies had been received from Cllrs. N. Berryman (family crisis), R. Houghton (conflicting engagement), G. Parker (work commitments) and Cllr. Mrs J Smerdon (prior family engagement). It was resolved to approve the reasons 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:** - No disclosures were made.
- 3. Exclusion of the press and public** – It was agreed that there were no items on the agenda requiring the exclusion of the press and the public.
- 4. Questions or Statements by Members of the Public**
PCSO Sally-Ann Reed's Monthly Report/Neighbourhood Watch Report
PCSO Sally-Ann Reed had sent her apologies that she was unable to attend the meeting. Her written report was distributed at the meeting and was noted.

Cllr Mrs Sheppard gave an update on Neighbourhood Watch matters.

Mrs Edelston referred to her letter to the Parish Council dated 20th October, 2014, regarding the temporary access to her rear garden from the adjacent council owned land, which had been agreed by the council in 2007. She asked the council for reassurance that this right of access would be preserved when the land was sold for development.

Mr Thomas referred to his email to the Parish Council dated 10th November, 2014, in which he had stated his intention to make audio recordings of all council and committee meetings that he attended and sought the council's permission to locate his recording device on the councillors' meeting table. He stated that he had previous experience of recording village hall management committee meetings and wanted to give the Parish Council the benefit of this experience, which he believed would be helpful. Mr Thomas stated that he intended at some time in the future to purchase a video recorder to replace the audio recorder.

It was agreed that items 9 (Financial Matters) and 10.1 (Letter from resident of Vernons Road) should be brought forward.

Cllr. Jago read a statement confirming that a member of the public had made a complaint against him and that this was being dealt with by Lewes District Council's monitoring officer. Cllr. Jago stated that, in view of the fact that the person who had made the complaint had notified the council that he would be recording all council and committee meetings, he felt unable to attend further meetings until after the matter of the complaint had been resolved in order to prevent any recorded material being used against him. He advised that he had attended the meeting in order to present financial matters, including the draft budget, but that he would be leaving the meeting immediately after the conclusion of this agenda item. A copy of Cllr. Jago's statement is attached as an appendix to these minutes.

9. Financial Matters

9.1 Authorisation of Schedule of Payments for November 2014 - It was resolved that the schedule of payments for November 2014 should be approved.

Payee	Item	Invoice Amount	Cheque Number
S.E. Berry	Clerk's Salary	£679.38	200889

S.E. Berry	Clerk's Expenses as per attached schedule	£32.12	200890
Post Office Ltd	Tax and NI from Clerk & PC	£224.40	200891
East Sussex Pension Fund	Pension Contributions from Clerk & PC	£238.90	200892
Ms S. Orwin	Village Maintenance	£200.00	200893
D. Sankey Ltd.	Routine Mole Treatment - KGVPF	£50.40	200894
Treewise Tree Services Ltd	Category 3 tree work as specified	£576.00	200895
Barcombe Landscapes	Mowing - village and recreation ground - £998.57 Mowing - highway verges - £999.65	£1,998.22	200896
CHEC	Printing of flyers for play area consultation day	£45.00	200897
Mrs C Wickens	Folders and dividers for Neighbourhood Plan	£35.14	200898
PBI Audio Visual Ltd	Supply and install replacement CCTV camera for car park	£378.00	200899
Qik Group Ltd	Hire of portable toilets for Newick Bonfire Celebrations	£408.00	200900
J. Lucas	Mileage Expenses for attendance at meetings/training on behalf of PC	£38.70	200901
L.M. Farmer	Holiday cover for Clerk - £504.18 Locum Clerk's Expenses - £16.85 Admin Support for Neighbourhood Plan Steering Group - £624.44	£1,145.47	200902
Total		£6,049.73	

NB Public Works Loan Board repayment of £2501.01 will be made by direct debit 1/12/14

Income November 2014

Cooperative Bank interest	£0.38
Barclays Bank interest	£106.25
FOI Payment	£27.82
VAT Reclaim July to September 2014	£1,887.30
Total	£2,021.75

9.2 Statement of performance against budget (outturn) as at end October 2014 – The Outturn for October 2014 had been circulated in advance and a revised copy was circulated at the meeting. This was noted.

9.3 Transfer of funds between bank accounts - It was reported that transfers had been made from the Parish Council's deposit account to the current account in order to cover cheque payments for the month of November and the Public Works Loan Board repayment which was due to be made on 1st December.

9.4 Approval of final draft budget for 2015/16 – The draft budget for 2015/16 had been circulated in advance and an updated copy was circulated at the meeting. It was noted that the draft budget was based on a zero increase in the funds to be requested from Lewes District Council, although the split between grant and precept had changed following a 15% reduction in the grant amount from central government. It was unanimously agreed to approve the draft budget (Final V2) which would form the basis of the council's precept request for 2015/16.

9.5 Grant applications – It was noted that two grant applications had been received for 2015/16 and that the decision to approve or refuse these applications would be made in the next financial year in accordance with the council's grant awarding policy. It was noted that funds were still available for further grants to be awarded in the 2014/15 financial year and that this would be on the agenda for the meeting on 27th January 2015.

9.6 Arrangements for making payments in December 2014 – It was agreed that authority should be delegated to the Chairman of the Parish Council and the Chairman of Finance and General Purposes Committee to authorise any outstanding payments and sign cheques in December 2014 as there would be no Parish Council meeting at the end of that month.

Cllr. Jago left the meeting at 7.32 p.m.

10.1 – Letter from resident of Vernons Road – As detailed in agenda item 4 above, a letter had been received from the resident of 6 Vernons Road requesting confirmation that the Parish Council intended to continue with the current agreement allowing access to her rear garden from the adjacent Parish Council owned land. It was agreed that no decision could be reached on this matter as it would have to be considered as part of any future agreement to sell the land for development. It was noted that there were two other similar agreements for temporary access in place and that these would also have to be considered at the same time.

One member of the public left the meeting at 7.40 p.m.

5. Approval of the minutes of Parish Council Meetings held 28th October and 11th November 2014 – It was agreed by those who had been present that the minutes of the Parish Council meeting held on 28th October 2014 could be signed as a true record. It was agreed that the minutes of the Parish Council meeting held on 11th November 2014 could be approved subject to the correction of the number of people who had been recording the meeting and some typographical errors.

6. Clerk’s Report – A report from the Clerk regarding the following matters arising from these meetings was noted:-

Parish Council Meeting held 28th October 2014	
Agenda Item 7	Clerk’s Report – A quotation of £250 + VAT had been received from Barcombe Landscapes for removing the shrubs growing on Parish Council land beside 6 Vernons Road. It was agreed to accept this quotation.
14	Christmas tree on The Green – An order had been placed for three new strings of lights at a cost of £40.20 + VAT per string.

Parish Council Meeting held 11th November 2014	
5	Neighbourhood Plan – Contact had not been made with the Neighbourhood Plan Examiner to invite him to the village or to discuss the issue of windfall sites as advice had been received that the examiner must remain independent and any discussions between the examiner and the council, such as those proposed, could potentially jeopardise this independence and render the examination process subject to challenge.
7	Public consultation on proposals to develop land to west of Oxbottom Lane –The locum clerk and several members of the Parish Council had attended the public consultation event at Chailey Village Hall on 12 th November 2014. It was noted that the Parish Council had not been formally consulted on these proposals and that the deadline had already passed, however, it was agreed that a letter should be sent to the developers setting out the views of councillors.

7. Action taken by the Clerk under Delegated Powers in consultation with the Chairman and/or the Vice – Chairman. It was noted that further requests for background documents in connection with the Neighbourhood Plan had been received under the Freedom of Information Act 2000 and that these were being dealt with in accordance with the council’s Freedom of Information Policy and Freedom of Information Publication Scheme.

8. Planning:
8.1 Applications:

Newick
LW/14/0836
Case Officer:
Miss Michelle Gardiner

20 Newick Drive
Planning Application - Erection of a conservatory to replace the existing conservatory for Mr & Mrs C Jones. Cllr. Mrs Wickens declared a personal interest in this application as a friend of the applicant and did not vote. It was agreed to make **no comment** on this application.

Newick
LW/14/0845 & LW/14/0846
Case Officer:
Mrs Sarah Sheath

New Greenfields 34 Church Road
Planning & Listed Building Consent Application – Erection of kitchen extension for Mr & Mrs S Boileau. It was unanimously agreed to **object** to this application for the following reasons:-
1) The appearance of the proposed extension would be out of keeping with its neighbours and the surrounding area
2) The proposed extension, and in particular the red cedar cladding, would be out of character with the existing building which is located in the Church Road Conservation Area

8.2 Approvals/Refusals etc. - It was noted that the following applications had been **approved** by Lewes District Council:-
LW/14/0764 – 19 Allington Crescent – Planning Application for single storey side and rear extension.

LW/14/0776 – 100 Allington Road – Planning application for erection of single storey side extension to form garage and storage.

TW/14/0092/TPO – 1 North Lodge – 1 x oak – reduce to ground level, 3 x yew (G1 of Order) – shorten branch lengths on garden side by up to 1.5m to suitable growth points.

TW/14/0097/TPO – 6 The Pagets – 1 x beech (G3 of Order) – crown lift/weight reduce heavy limbs with included bark stress marks present proposed pruning cuts indicated on photo 3, 1 x pine (G3 of Order) – remove major deadwood, 1 x beech (G3 of Order) – weight reduce bifurcated tree, weight reduction only retaining crown size as far as possible.

8.3 Tree works applications – There were no tree works applications to be considered.

8.4 Neighbourhood Plan – It was noted that the appointed Examiner had determined that a Hearing for the Neighbourhood Plan would not be required. Copies of an email from Jackie Gavigan, LDC Head of Democratic Services, were circulated at the meeting and it was noted that Electoral Services must remain impartial and would not, therefore, be in a position to meet with the Steering Group as had been requested. It was agreed that the remainder of the DCLG grant would be used to purchase paper and printer toners which would be kept in stock and used to print further Neighbourhood Plan publicity material when required.

8.5 Lewes District Council and South Downs National Park Authority Joint Core Strategy Examination – Cllr. Mrs Wickens reported that she had attended the Joint Core Strategy Pre-Hearing Meeting on 14th November 2014. A timetable of future meetings had been circulated in advance and it was agreed that members of the Neighbourhood Plan Steering Group would agree between them which meetings it would be appropriate to attend, who would attend on behalf of the Parish Council and the questions to be asked.

In connection with the meeting to be held on 23rd December 2014 to discuss site assessment methodology and emerging preferred options for Newick it was noted that only two representatives had been invited to attend. It was agreed that the Clerk and either the Chairman or Cllr. Mrs Thew would attend on behalf of the Parish Council. The Clerk was asked to contact Lewes District Council to request that representatives of Newick Parish Council should also be permitted to attend the meeting held to discuss sites within Chailey Parish Council as at least one of the sites identified was on the boundary with Newick and any development there would have an impact on services within Newick.

It was noted that a copy of Chailey Parish Council's response to the Joint Core Strategy Preferred Options had been received. It was also noted that a copy of a letter from residents in Cinder Hill, North Chailey, in response to the Persimmon Homes consultation on proposed development at the northern end of Oxbottom Lane had been received.

9. Financial Matters: This agenda item had been brought forward and dealt with earlier in the meeting.

10. Correspondence: The following items of correspondence had been received and were noted:-

10.1 Letter from resident of Vernons Road requesting confirmation that the Council intended to allow her continued access across its land in the future. This item had been brought forward and dealt with earlier in the meeting.

10.2 LDC – Notification that the Enforcement Officer was retiring and that the vacant post was not being filled, this had been forwarded to councillors 28/10/14.

10.3 LDALC – Copy of speech from Kris Hopkins MP on empowering local government, this had been forwarded to councillors 3/11/14.

10.4 Email from Lewes Hike and Bike Festival 2015, this had been forwarded to councillors 19/11/2014 and Cllr. Mrs Wickens advised that she would pass the information to members of Newick Rootz.

10.5 Email from Barcombe Parish Council dated 7th November – Barcombe Neighbourhood Area Application this had been forwarded to councillors 19/11/2014.

10.6 Various emails received about providing a Dispensing Service at South Chailey branch of Mid Downs Medical Practice, these had been forwarded to councillors 19/11/2014.

10.7 Email from SSALC – clarification of matters in Sept/Oct Newsletter, this had been forwarded to councillors 19/11/2014.

10.8 Email from Sussex Police – Operation Crackdown, this had been forwarded to councillors 19/11/2014.

- 10.9** Email from resident regarding delivery vehicle parked on Newick Green, this had been forwarded to councillors 19/11/2014. It was noted that letters reporting the incident and the damage caused had been sent to Lloyds Pharmacy Ltd. and to the delivery company, Enterprise. The Clerk was asked to obtain a quotation for replacing the cracked paving slabs.
- 10.10** The following had been received during November and would be circulated via the Members' Envelope:-
Rural Services Network Email news digest 3rd, 10th, 17th & 24th November 2014, Rural Vulnerability Service (Broadband & Transport) November 2014, Spotlight on the heart of the village November 2014, and Rural Opportunities Bulletin November 2014.
3VA – e-newsletters 180, 181, 182 and 183
CPRE – Countryside Voice Winter 2014 and Field Work Winter 2014
SLCC – The Clerk Magazine November 2014

11. Committees' and Councillors' Reports:

11.1 Playing Fields Committee – There had been no meeting this month

It was reported that the design proposals for the play area upgrade had been displayed at the consultation morning held on 8th November 2014. Further consultation had taken place with various local children's clubs and the proposals would be on display at the primary school Christmas Fair on 6th December. The feedback received was being analysed and the Playing Fields Committee would make a recommendation as to which proposal should be selected at its meeting on 9th December. The monthly play area inspection carried out by Lewes District Council on 29th October 2014 was noted.

11.2 Environment Committee – It was agreed by Cllr. Mrs Sheppard, the only member of the council present who had been at the Environment Committee Meeting on 11th November, 2014, that the minutes could be signed as a true record, subject to the correction of some typographical errors.

11.3 Tree Warden – Cllr. Mrs Wickens reported that the tree surgeon had identified a case of meripilus giganteus, a decay forming parasitic fungus, which was affecting a beech tree on the recreation ground. For reasons of public safety, and in consultation with the Lewes District Council Tree Officer, arrangements had been made for the tree to be removed.

It was reported that a resident had, at some time in the past, fixed a rope swing to an oak tree on the Parish Council's land in Growers End. A letter had been sent to the new residents of the adjacent property to advise that the swing would be removed.

11.4 Newick Rootz – The notes from the meeting of Newick Rootz held on 14th November 2014 had been circulated in advance and were noted. It was agreed that some of the profits from the sale of footpath leaflets (received in December 2012) could be used to pay the set up cost of £15 for the printing of the Rootz logo on polo shirts to be purchased by Rootz volunteers.

11.5 Newick Village Hall Management Committee (NVHMC) – There was nothing to report.

11.6 Newick Sports Pavilion Management Committee – The minutes of the meeting of Newick Sports Pavilion Management Committee, held on 4th November 2014 and attended by Cllr. Mrs Thew, were noted. It was noted that a meeting would be arranged with the Clerk, Cllrs. Jago and Mrs Thew, and the treasurer of the Sports Pavilion Management Committee to agree the best way of integrating the accounts with those of the Parish Council. It was noted that members of the Sports Pavilion Management Committee considered that a defibrillator should be located at the Pavilion. The Clerk was asked to follow this up with the Friends of Newick Health Centre.

11.7 Allotments – There was nothing to report.

11.8 Website – Cllr. Berryman was not present at the meeting. Members were asked to pass any suggestions for improvements to the website to the Clerk or Cllr. Berryman.

12. Request from Shayler Amusements for Fun Fair on The Green 22nd to 25th May 2015 – It was agreed that permission should be given for the Fun Fair to come to Newick in May 2015.

13. To consider a resident's request to locate a private recording device on the Council meeting tables and consider the possible need for the Council to purchase a recording device and record future meetings - (see also verbal request from Mr Thomas under agenda item 4 above). It was agreed that, whilst members of the public now had the right to record council meetings, it was not acceptable for the recording devices to be located on the meeting table, partly because of the risk of equipment being knocked over and

damaged, and partly because it could be intrusive if several members of the public wanted to place their recording devices on the table. It was agreed that the Clerk would carry out research as to what recording equipment, if any, is used by other Parish Councils at their meetings and would submit a report with costs and recommendations.

- 14. To consider whether or not the Parish Council should request assistance from SSALC to prepare a business plan** – It was agreed that the council should contact Sussex and Surrey Association of Local Councils (SSALC) to ask for assistance in preparing a business plan.
- 15. To consider action to be taken, if any, regarding unregistered land adjacent to The Green** – It was agreed that the council should contact Mr Alexander of Goldbridge Farm in order to arrange a meeting to discuss the matter of the unregistered land adjacent to The Green as this adjoined his land and he had right of access across it. This would be followed up by a meeting with the owners of Springfields.
- 16. To note meeting held with managers of Lloyds Pharmacy** – The Chairman reported that he and Cllr. Mrs Thew had been present at a meeting with senior managers from Lloyds Pharmacy which had been organised by Baroness Cumberlege. The purpose of the meeting had been to discuss recent problems experienced by customers of the Newick branch of Lloyds. It was noted that an action plan had been implemented and that there would be a follow up meeting to monitor the improvements made.
- 17. To note a resident's complaint about the behaviour of a Councillor** – It was noted that a complaint had been made by a resident about Cllr. Jago and that, in accordance with the Code of Conduct, this was being dealt with by the Monitoring Officer at Lewes District Council.
- 18. To agree items for the Winter Newsletter** – It was agreed that the following articles would be included in the winter edition of the Parish Council Newsletter:-
Update on Play Equipment Upgrade project, 2015 Parish Council Elections, Neighbourhood Plan, Chairman's Report (Miscellany), a reminder that contents of grit bins were intended for use on the public highway and not on private driveways.
- 19. Items to be referred to the next agenda** – It was agreed that consideration of the Playing Fields Committee recommendations regarding the play area upgrade would be put on the agenda of the Parish Council meeting to be held on 13th January 2015.
- 20. New Gatwick Flight Paths** – An email had been received from a resident regarding the possible impact on Newick if a second runway were to be built at Gatwick Airport. It was agreed to note the email but take no action at the present time.

The meeting closed at 9.10 p.m.

Signed:Chairman

Date:

Appendix

STATEMENT BY CLLR. CHRIS JAGO

As you will all know, Alf Thomas has made a complaint about me which has been passed to Lewes District Council.

I will vigorously defend myself against the allegations that he has made when I am officially advised of them.

For reasons best known to himself, it is noted that Mr Thomas has now decided to monitor everything at most Council meetings by electronically recording all conversations and indeed noting the time any Councillor arrives late. The only inference is that he will make a complaint about anything that he considers untoward and is checking that our Clerk has recorded correctly what is said at the meetings.

We all give our time freely for the benefit of the Community and I do not believe it reasonable or indeed the intention of the recent legislation that permitted the use of recording equipment that we be monitored in such a way as it can be seen as being intimidatory.

I am not prepared to allow a position that anything I say can be used against me should it come to a formal hearing. Until the complaint is adjudicated upon I regret I will not be attending future Council meetings that are being recorded by Mr Thomas.

I have served on the Council for over 7 years and have no wish to disrupt its day to day business. As I was asked by you to look after the financial matters of the Council including next year's budget, I am attending now to present it to you and indeed will attend for specific financial issues in future if necessary but I will leave immediately afterwards.

I hope you will accept my reasons for doing so.

C T Jago
25.11.2014