

Newick Parish Council

Minutes of the Annual Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 27th May 2014 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick.

Present: Councillors C. Allen, C. Armitage, N. Berryman, R. Houghton, C. Jago, J. Lucas, Mrs J. Sheppard, Mrs J. Smerdon, Mrs DJ Sprackling, Mrs M Thew, and Mrs C Wickens.

In Attendance: Mrs S. Berry (Clerk)
Lewes District and East Sussex County Councillor, Mr J Sheppard
Three members of the public were present for part of the meeting

- 1. Election of Chairman and Declaration of Acceptance of Office** – One nomination had been received by the Clerk proposing Cllr. John Lucas as Chairman. This had been seconded and was unanimously agreed by the Parish Council. Cllr. Lucas was duly elected as Chairman and the Declaration of Acceptance of Office was signed.
- 2. Election of Vice Chairman** – One nomination had been received by the Clerk proposing Cllr. Nick Berryman as Vice Chairman. This had been seconded and was unanimously agreed by the Parish Council, Cllr. Berryman was duly elected as Vice Chairman.
- 3. Apologies for Absence and to consider whether to approve reasons given:** – No apologies had been received.
- 4. 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 declarations were made. It was noted that councillors had been advised to check their entries in the Register of Members' Interests and advise the Clerk if any amendments were necessary.
- 5. Questions or Statements by Members of the Public -**
PCSO Sally-Ann Reed had sent her apologies that she was unable to attend the meeting. Her written report was noted and questions were raised as to the nature of the incident marked 'other' on the report and as to what cover would be provided when PCSO Reed was on leave. Cllr. Mrs Sheppard (Neighbourhood Watch Coordinator) reported that she had attended a Neighbourhood Watch meeting in Lewes and that a 'Quality Street' event would take place in Newick on 12th July 2014.

There were no questions or statements from members of the public

Cllr. Mrs Smerdon joined the meeting at 7.05 p.m.

- 6. Exclusion of the press and the public:** It was resolved that any members of the press and the public present at the time should be excluded when discussion took place under agenda item 20 in view of the commercially sensitive nature of the matter to be discussed (Standing Order 1c).
- 7. Approval of the minutes of Parish Council Meetings held 29th April and 13th May 2014** – It was agreed by those who had been present that the minutes of the Parish Council meetings held on 29th April and 13th May 2014 could be signed as a true record.
- 8. Appointment of Committees, Working Groups and Representatives to Trusts and External Organisations** – It was agreed that all appointments should remain the same as for 2013/14 with the following exceptions:- 1) Cllr. Mrs Wickens would resume her duties as Tree Warden, 2) Cllr. Armitage would take Cllr. Mrs Wicken's place on the Sports Pavilion Management Committee, 3) the CCTV Management Group would be added to the list and Cllrs. Armitage and Mrs Thew would be the Parish Council representatives for this group.
- 9. Review of the Risk and Management Controls** – The Risk and Management Controls document had been circulated in advance of the meeting and was noted. It was agreed that any outstanding items should be delegated to the Finance and General Purposes Committee for action.
- 10. Approval of the dates and times of Meetings of the Full Council, the Annual Parish Meeting, and Committee Meetings** – A list of proposed meeting dates for 2014/15 had been circulated in advance of the meeting and was agreed.

11. Clerk's Report – A report from the Clerk regarding the following matters arising from the Parish Council meeting held on 29th April 2014 was noted:-

Agenda item	
6	Sites of Nature Conservation Importance (SNCI) – Attempts had been made to follow up this matter but there appeared to be some confusion between Lewes District and East Sussex County Councils as to who deals with the designation of SNCI sites. Contact from the County Ecologist was awaited for advice as to how to proceed.
10.3	Defibrillators – The Friends of Newick Health Centre had confirmed that they would attempt to educate local youngsters on the importance of the defibrillators. They had also confirmed that South East Ambulance service would ensure that the defibrillators were kept in good working order, however, the position regarding insurance was uncertain and would be investigated.
10.14	Letter from Mr Cumberlege regarding footpath on The Green. The Chairman and Clerk had met with officers from ESCC and LDC to discuss this matter. It was understood that LDC Planning Officers would be writing to Mr Cumberlege to advise him that in their opinion planning consent was not required for the footpath and that as planning consent was not required, there was no requirement to consult with the Conservation Officer. However, it had come to light that consent for some of the paving might be required under other legislation. This was being investigated.
11.1	Play Equipment inspections – LDC had confirmed that if the cracks in the concrete surface to the skate ramp were to become more of an issue this would be highlighted by the inspector.
12	Community Infrastructure Levy Training – A request had been made for CIL training to be provided locally, however, Lewes District Council had subsequently advised that the training would take place on 16 th June at Southover House, Lewes, and that three representatives could attend from each council. Councillors were asked to inform the Clerk if they wished to attend.
13	Double yellow lines – A response had been received from Ian Johnson, ESCC, and was forwarded to councillors on 9/5/14. He had advised that it was a lengthy and complex process to obtain a Traffic Regulation Order for double yellow lines, however, he would be prepared to carry out the necessary assessments and to see where they would fit in with ESCC priorities. Following discussion on this matter, it was agreed that the Parish Council did not wish to pursue it.
14	Contact had been made with LDC Legal Department regarding the small piece of unregistered land adjacent to the northern side of The Green. A response was awaited as to whether or not they have the capacity to take on the work of registering it and, if so, what this would cost.
16	It was confirmed that the organisers of the Three Pubs Challenge no longer wished to use The Green for their event. In view of this, an email had been sent advising that the Parish Council could not accept liability for any claim arising from this event.

12. Action taken by the Clerk under Delegated Powers in consultation with the Chairman and/or the Vice – Chairman. It was noted that 1) An annual subscription to Adobe ExportPDF had been purchased to assist the Neighbourhood Plan Steering Group with their work, 2) Retrospective permission had been given for the landlord of The Bull Inn to place an 'A' Board on The Green for a period of two weeks, 3) Permission had been granted for new turfs to be laid in front of the Sports Pavilion.

13. Planning:

13.1 Applications:

Newick

LW/14/0286

Haven Cottage Blind Lane

Planning Application - Change of use of agricultural land to residential curtilage for Mr S Curry. It was agreed that the Parish Council would make **no comment** on this application.

13.2 Approvals/Refusals etc. -

It was noted that planning application **LW/14/0216, Ravenoak, 46 Allington Road** (Creation of new access and parking) had been approved by Lewes District Council.

It was noted that further information had been submitted in connection with planning application **LW/14/0213, Chestnuts, Cornwell's Bank** (Erection of a detached dwelling and demolition of existing dwelling), and that a letter dated 23rd May 2014 had been received from Mr Palmer in which he sought clarification as to the location of the vehicular access to the property. The Parish Council was

sympathetic to Mr Palmer's concerns and requested that these should be addressed prior to a decision being made as to whether or not planning consent should be granted.

13.3 Neighbourhood Plan – Notes from Neighbourhood Plan Steering Group meetings held on 1st and 20th May 2014 had been distributed and were noted. It was noted that work was continuing on the Basic Conditions Statement and the Consultation Statement, and that the results of the latest consultation would be available to the Steering Group for discussion at meetings on 28th May and 3rd June. It was also noted that there had been opposition to development on the Parish Council owned site and some objections from the developer of the site covered by policy HO3 which were being addressed by the Steering Group. The Chairman reported that the total costs to date of the Neighbourhood Plan project were £7,926, some of which had been covered by grants.

The following Motion, proposed by Cllr. Jago and seconded by Cllr. Houghton, was unanimously agreed:-

That 'Councillors who are unable to attend any future meeting that seeks to finalise the Neighbourhood Plan prior to formal submission may make written comments in advance which will be taken into account at the meeting. It is accepted that they will nevertheless not be able to register a vote.'

14. Financial Matters:

14.1 Authorisation of Schedule of Payments for May 2014 – It was resolved that the schedule of payments for May 2014 should be approved.

Signed during the month			
No cheques signed during the month			
Waiting to be signed			
D. Sankey Ltd	Routine Mole Treatment	£50.40	200792
Peter Frost	Internal Audit	£263.85	200793
NACCA	Hire of Community Centre x 2	£36.00	200794
Lindsey Baker Fencing	Various repairs and maintenance work	£355.00	200795
S.E. Berry	Clerk's Expenses	£405.30	200796
S.E. Berry	Clerk's Salary	£571.07	200797
Post Office Ltd	Tax and NI from Clerk & PC	£157.78	200798
East Sussex Pension Fund	Pension Contributions from Clerk & PC	£196.20	200799
Ms S. Orwin	Village Maintenance	£315.00	200800
Total		£2,350.60	

NB Public Works Loan Board loan repayment of £2501.01 to be made by direct debit on 2nd June 2014

Income in May 2014

Cooperative Bank interest	£1.29
Barclays Bank interest	£87.89
VAT reclaim	£1,394.34
Showtime Amusements (Fun Fair)	£100.00
Community Development Grant	£250.00
Total	£1,833.52

14.2 Statement of Performance against budget (Outturn) as at end April 2014 – The Outturn for April had been circulated in advance and was noted.

14.3 To receive Internal Auditor's report – the Internal Auditor's report dated 15th May 2014 had been circulated in advance and was noted. It was agreed to delegate consideration of the items raised in the report to the Finance and General Purposes Committee.

14.4 Approval of Accounting and Annual Governance Statements 2013/14 for Annual Return – It was agreed to approve the Accounting Statement and the Annual Governance Statement for the 2013/14 Annual Return. The Chairman was authorised to sign both statements on behalf of the Parish Council.

14.5 Consideration of applications for grants applications received – Grant application forms had been received from Newick Football Club, Newick Sports Pavilion Management Committee, Newick Village Hall Management Committee, and St Mary's Parish Church. It was agreed that grants should be awarded as follows:-

Newick Football Club	£100
Newick Sports Pavilion Management Committee	£380
St. Mary's Parish Church	£600

It was agreed that no grant should be awarded to Newick Village Hall Management Committee until the funds that were already available (i.e. unspent grants awarded in previous years totalling £3321, and the balance of the Public Works Board Loan which stood at £10035) had been spent.

14.6 Rents – It was agreed to approve the recommendation made by the Finance & General Purposes Committee that annual rents for 2014/15 should remain the same as for 2013/14 i.e.

Annual Rents charged to sports clubs:-

Newick Cricket Club	£230
Newick Football Club	£230
Newick Stoolball Club	£87
Newick Rugby Club	Rent waived in return for maintenance of Manwaring Robertson Field

It was agreed that rents charged to any visiting Circus/Fun Fair etc. should be increased to £100 per visit to cover the first four days, plus an additional charge of £25 per day thereafter.

15. Correspondence: The following items of correspondence were noted:-

- 15.1 Invitation from Wivelsfield PC to become stakeholder in its Neighbourhood Plan – agreed to decline
- 15.2 Invitation from Washington PC to become stakeholder in its Neighbourhood Plan – agreed to decline
- 15.3 LDC – Email regarding CIL awareness event, response sent offering to host this – this had been dealt with under agenda item 11 above.
- 15.4 ESCC – consultation on proposed changes to Mobile Library and Mobile Office service, forwarded to councillors 1/5/14. It was agreed that ESCC should be asked to consider trying to find a more central location within the village for the mobile library.
- 15.5 Local Works – Email requesting support for Sevenoaks Town Council's proposal that a percentage of Business Rates should be paid to town/parish councils. Forwarded to councillors 1/5/14 – Agreed no action
- 15.6 Chailey Parish Council – response to letter sent 17/3/14, forwarded to councillors 1/5/14
- 15.7 Cllr. Jim Sheppard – email regarding planning decisions made under delegated powers, forwarded to councillors 16/5/14
- 15.8 LDC – emails regarding consultations on amendments to Core Strategy Document and CIL Draft Charging Schedule – forwarded to councillors 16/5/14 and 21/5/14. It was agreed that Cllr. Mrs Thew would go through the amendments and highlight issues of interest to the Parish Council for comment at the next Parish Council meeting. It was also noted that an email had been received from Mr Turk containing his observations and that this had been circulated to councillors.
- 15.9 Email from resident asking whether adult recreation equipment would be provided on recreation ground – to be passed to Playing Fields Committee for consideration
- 15.10 Mr Lance Kester – request to install a bench in memory of his late father, Max Kester – to be passed to Environment Committee for consideration
- 15.11 Mr P Cumberlege – letter regarding footpath on The Green and proposal to incorporate memorial stone in a brick laid path, a transcript of this letter had been circulated to councillors in advance of the meeting. Cllr. Mrs Sheppard reported on the meeting of the Royal British Legion sub-committee meeting that she had attended. It was agreed to delay any response until further clarification had been obtained on the legal position as mentioned in agenda item 11 (10.14) above.
- 15.12 Email from resident asking for PC to consider providing footpath on south-eastern side of The Green. It was agreed that this proposal should not be pursued in the short term, although it might be reconsidered in the event of further residential development at the eastern end of the village. The Clerk was asked to contact the resident and suggest an alternative, safer, walking route to the primary school.
- 15.13 SSALC – invitation to attend Resilience Conference 27/6/14 – Cllr. Allen confirmed that he would attend.
- 15.14 Letters from residents (x 3) thanking the Parish Council for providing a new footpath on The Green and pointing out the advantages of the path.
- 15.15 The following had been received during May and would be circulated via the Members' Envelope:-
 - Rural Services Network Email news digest 6th, 13th, 19th May 2014, Rural Vulnerability Service 7th & 21st May 2014, Spotlight on Small Businesses 28th May 2014, and Rural Opportunities Bulletin May 2014.
 - 3VA – e-newsletters 154, 155, 156, and 157
 - Headway – Email link to Spring 2014 newsletter

16 Committees' and Councillors' Reports:

16.1 Playing Fields Committee – There had been no meeting this month.

Inspection reports had been received from Lewes District Council. It was noted that the report indicated that there were no signs at the skate park and that this comment had been queried by the Clerk.

Future of the Skate Park – It was noted that correspondence had been received from two residents of Allington Place asking why S.106 funds earmarked to be spent on new play equipment were not being spent on relocating the skate park. It was agreed that a letter should be sent to the residents to explain that the Parish Council believed that the skate park equipment would be likely to last for a further three to four years and that the council would be looking to relocate the skate park once the existing equipment had reached the end of its useful life. It was noted that alternative sites were extremely limited and that, as the current S.106 funds had to be spent by early 2016, using them towards the cost of a new skate park, which would cost considerably more than was available, was not a realistic option.

Play Equipment Upgrade Project - Cllr. Mrs Sprackling reported that a preliminary consultation with residents living near to the King George V Playing Field would take place on Saturday 31st May. It was reported that two letters of objection to the proposed scheme had been received.

16.2 Finance & General Purposes Committee – There had been no meeting this month

16.3 Environment Committee – It was agreed by those who had been present that the minutes of the Environment Committee meeting held on 13th May 2014 could be signed as a true record.

The following recommendations made by the Environment Committee were agreed:- 1) A minor amendment should be made to the Policy for Signs, Notices, 'A' Boards etc. to restrict the size of 'A' Boards permitted on The Green, 2) Approval for the purchase of materials required by Cllr. Allen for the renovation of benches around the village, and 3) The acceptance of the quotation from Stevenson Installers to renovate and repair the Church Road notice board.

It was noted that an inspection of The Green would be carried out on 2nd June 2014 when any damage caused by the Fun Fair would be assessed.

16.4 Tree Warden – It was reported that quotations would be sought from at least three contractors to carry out the work identified and categorised as 'red' and 'amber' in the recent three yearly inspection report.

16.5 Newick Rootz - The notes from the meeting of Newick Rootz held on 16th May 2014 were not available at the time of the meeting. It was noted that the letter to Newick Rugby Club inviting further discussions on the possible planting of trees on the Manwaring Robertson field had not yet been sent.

16.6 Newick Village Hall Management Committee (NVHMC) – Cllr. Allen made the Parish Council aware of future projects, a list of which was shown on the NVHMC grant application.

16.7 Newick Sports Pavilion Management Committee – Cllrs. Armitage and Mrs Thew reported on the AGM of the Sports Pavilion Management Committee held on 6th May 2014. The minutes of this meeting had not been received.

Three members of the public left the meeting at 8.35 p.m.

16.8 Allotments – It was noted that a member of Newick Allotment Society had designed and painted a new sign for the gate of the Cricketfield allotments site.

16.9 CCTV Management Group –Notes of the CCTV Management Group meeting held on 13th May 2014 had been distributed in advance and were noted.

16.10 Website – There was nothing to report

16.11 Newick Festival - Cllr. Mrs Smerdon gave an update on events planned for the Festival weekend. It was noted that volunteers would be required to assist with manning the road closure. It was agreed that permission should be given for signs advertising the event to be placed on The Green.

16.12 Royal British Legion Sub-Committee meeting – A report had been given on this meeting under agenda item 15.11 above.

17 Application by Mid Downs Medical Practice to provide dispensing services at South Chailey surgery – Copies of the application paperwork had been distributed in advance of the meeting. Queries were raised as to whether or not drugs could be transported to the Newick surgery and dispensed from there, and as to how effectively the ban on dispensing to Newick residents being treated at the South Chailey surgery would be controlled. It was agreed that Cllr. Jago would draft a letter incorporating these comments and stating that the Parish Council would not object to the application.

18 Issues arising from Annual Parish Meeting held on 16th April 2014 – The draft minutes from the Annual Parish Meeting held on 16th May 2014 had been circulated in advance and were noted. It was agreed that the presentation on Operation Crackdown by Sussex Police had not been successful. In response to the statements from the floor made during the Question and Answer Session, Cllr. Jago suggested that a sign should be put up near to the skate ramp asking for consideration to be given to nearby residents, this to be referred to the Playing Fields Committee. The statement made by Baroness Cumberlege regarding the flag poles and other items on The Green was also considered. It was agreed that the six smaller flag poles should only be put up for special occasions such as Newick Festival and that they should be taken down straight after the Festival weekend.

19 Newsletter – It was agreed that the following items should be included in the Summer edition of the Parish Council Newsletter:-
Article advising that permission is required for access on to or across Parish Council land
Article advising that permission is required to put signs or banners on The Green
Article regarding Parish Council trees
Neighbourhood Plan
Neighbourhood Watch
Play Equipment Project
Website

20 Provision of Allotments (Confidential Item) – In accordance with the resolution made under agenda item 6 above, this item was discussed in confidence.

The meeting closed at 9.15 p.m.

Signed:Chairman

Date: