

Newick Parish Council

Minutes of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 28th October 2014 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick.

Present: Councillors C. Armitage, C. Allen, N. Berryman (for part of the meeting), R. Houghton, J. Lucas (Chairman of the Parish Council), G. Parker, Mrs J Sheppard, Mrs J Smerdon, Mrs M Thew, and Mrs C Wickens.

In Attendance: Mrs S. Berry (Clerk)
PCSO Sally-Ann Reed & PCSO Stacey Jennion (for part of the meeting)
Four members of the public were present

1. **To Receive Declaration of Acceptance of Office from newly co-opted member of the council** – The Clerk confirmed that she had received a signed Declaration of Acceptance of Office and a completed Register of Members' Interests form from Cllr. Gary Parker. The Chairman welcomed Cllr. Parker to the parish council.
2. **Apologies for Absence and to consider whether to approve reasons given:** – Apologies had been received from Cllr. C. Jago (prior family engagement), and Cllr. N. Berryman had advised that he would arrive late because he had been delayed at work. It was resolved to approve the reasons for these absences.
3. **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. Mrs Smerdon declared an interest in agenda item 12.7 as a member of Newick Allotment Society.
4. **Exclusion of the press and public** – It was resolved to exclude the press and public for agenda item 18 – Report from Chairman following appraisal of Clerk's performance (Standing Order 1c).
5. **Questions or Statements by Members of the Public**
PCSO Sally-Ann Reed's Monthly Report/Neighbourhood Watch Report
PCSO Sally-Ann Reed attended the meeting and delivered her monthly report, copies of which were distributed at the meeting. It was noted that there had been two burglaries and one vehicle crime during September and PCSO Reed confirmed that Sussex Police was currently focussing on crime prevention initiatives. Cllr. Mrs Sheppard presented PCSO Reed with a certificate from Sussex Neighbourhood Watch Federation awarded for her outstanding commitment to Neighbourhood Watch in the village area of Newick.

PCSO Reed and PCSO Jennion left the meeting at 7.09 p.m.

Cllr Mrs Sheppard gave an update on Neighbourhood Watch matters.

Mr Turk asked whether or not the Parish Council had heard from the Neighbourhood Plan Examiner. The Chairman confirmed that there had not yet been any contact from the Neighbourhood Plan Examiner but that it was anticipated that documentation would be sent to him by Lewes District Council in time for him to start work in early November.

Mr Burke spoke regarding his planning application LW/14/0776. He stated that the previous application, which had been approved by Lewes District Council, had been submitted in error following a misunderstanding by his architect and that he had not been permitted to amend it, therefore, he was submitting a new application.

6. **Approval of the minutes of Parish Council Meetings held 30th September and 14th October 2014** – It was agreed by those who had been present that the minutes of the Parish Council meetings held on 30th September and 14th October 2014 could be signed as a true record.
7. **Clerk's Report** – A report from the Clerk regarding the following matters arising from these meetings was noted:-

Minutes of 30th September 2014	
Agenda Item	
5	Clerk's Report – A meeting with the resident of 6 Vernons Road had taken place on 6 th October and it was clarified that the shrubs etc. had been planted by a previous resident. It was agreed that the Parish Council would remove the shrubs along with a pile of garden refuse that had accumulated. A letter of apology for the misunderstanding had since been sent to the resident. Barcombe Landscapes had been asked to supply a quotation for

	removing the shrubs and garden refuse, and letters had been sent to nearby properties asking for their assistance to keep the area free of waste.
14	Autumn Newsletter – the newsletter had been printed and made available for delivery on Friday 3 rd October. Approximately 70% were delivered over the weekend of 4 th /5 th October and the remainder the following weekend. The delivery person had reported that he found it almost impossible to complete the whole delivery in one weekend. It was agreed that further consideration was required as to how this situation could be resolved in the future.
	Minutes of 14th October 2014
Agenda Item 6	Neighbourhood Plan – It was noted that an informal meeting with Mr Mills of Henry James (Sussex) Ltd to discuss the provision of sports facilities was in the process of being arranged.

The Clerk's report also contained the details of issues discussed at the Clerk's Networking Day which she had attended on 7th October 2014. It was noted that Sussex and Surrey Association of Local Councils (SSALC) could assist the council with the preparation of a business plan and it was agreed that this should be on the agenda for the next meeting. It was noted that the Clerk had been looking further into the matter of the unregistered piece of land adjacent to The Green and it was agreed that this should be on the agenda for the next meeting.

- 8. Action taken by the Clerk under Delegated Powers in consultation with the Chairman and/or the Vice – Chairman.** It was noted that two 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.

Cllr. Berryman joined the meeting at 7.20 p.m.

9. Planning:

9.1 Applications:

Newick

LW/14/0764

Case Officer:

Mrs Alyson Smith

Newick

LW/14/0776

Case Officer:

Ms Julie Cattell

19 Allington Crescent

Planning Application - Single storey side and rear extension for Mr P Howes.

The Parish Council agreed to make **no comment** on this application.

100 Allington Road

Planning Application - Erection of a single storey side extension to form garage and storage for Mr & Mrs P Burke. Mr Burke was present at the meeting and was able to answer questions regarding the application that were put to him by councillors. The Parish Council agreed to make **no comment** on this application.

Two members of the public left the meeting at 7.32 p.m.

- 9.2 Approvals/Refusals etc.** - It was noted that the following application had been **approved** by Lewes District Council:-

LW/14/0694 – 14 Allington Road – 'Planning Application for Demolition of existing flat roof store, garage and kitchen and erection of rear extension, side extension and loft conversion.

It was noted that planning application **LW/13/0133 – Sharpsbridge Farm, Sharpsbridge Lane** – 'Demolition of existing chicken sheds and erection of detached house with underground parking and storage' had been **withdrawn**.

It was noted that copies of three further letters of objection to planning application **LW/14/0703 – Mitchelswood Farm**, which had been considered by the parish council on 30th September 2014, had been received.

- 9.3 Tree works applications** – Cllr. Mrs Wickens reported that she had received notice of the following tree works applications and that she did not have any issues to raise in either case:-

TW/14/0092/TPO – 1 North Lodge, High Street - 3 x Yew (G1 of Order) - Shorten branch lengths on garden side by up to 1.5m to suitable growth points 1 x Oak (Conservation Regs only) - Reduce to ground level.

TW/14/0097/TPO – 6 The Pagets - 1 x Beech (G3 of Order, T1 on plan) - Crown lift/weight reduce heavy limbs with included bark (photo1) stress marks present (photo2) proposed pruning cuts indicated on

photo3 1 x Beech (G3 of Order, T3 on plan) - Weight reduce bifurcated tree. Weight reduction only retaining crown size as far as possible 1 x Pine (G3 of Order, T5 on plan) - Remove major deadwood.

It was noted that tree works application **TW/14/0077/TCA – 10 Church Road** - 1 x Eucalyptus - Reduce in height 1 x Silver Birch - Works to be agreed on site, had been **approved** by Lewes District Council.

9.4 Neighbourhood Plan – The Chairman reported that Lewes District Council (LDC) would shortly be sending all the representations that it had received during the recent consultation on Newick's Neighbourhood Plan to the appointed examiner. The representations would also be available to view on the LDC website, with the exception of a six hundred page representation which would be made available on a disc. He also reported that members of the Neighbourhood Plan Steering Group were getting paper files ready for inspection if requested by the examiner.

One member of the public left the meeting at 7.43 p.m.

10. Financial Matters:

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

Signed during the month			
CHEC	Printing of Autumn Newsletter	£221.50	200877
Mr S. Carter	Delivery of Autumn newsletter	£120.00	200878
Waiting to be signed			
S.E. Berry	Clerk's Salary	£571.07	200879
S.E. Berry	Clerk's Expenses as per attached schedule	£375.94	200880
Post Office Ltd	Tax and NI from Clerk & PC	£157.78	200881
East Sussex Pension Fund	Pension Contributions from Clerk & PC	£196.20	200882
Ms S. Orwin	Village Maintenance	£225.00	200883
D. Sankey Ltd.	Routine Mole Treatment - KGVPF	£50.40	200884
Wicksteed Leisure Ltd	Replacement Parts for Rainbow Arch Bridge	£73.06	200885
NHS Property Services Ltd	Rental of Community Centre Car Park 2014/15	£992.00	200886
Lindsey Baker Fencing	Taking down flag poles & repair of play equipment	£100.00	200887
Stevenson Installers	Renovation of Noticeboard on Newick Drive	£262.00	200888
Total		£3,344.95	

Income in October 2014

Cooperative Bank interest	£0.36
Barclays Bank interest	£100.01
Newick Allotment Society	£100.00
Total	£200.37

10.2 Statement of Performance against budget (Outturn) as at end September 2014 – The Outturn for September had been circulated in advance and was noted. It was agreed that £1,000 set aside in the budget for election expenses should be transferred to the election reserve, and that amounts of £35 (Neighbourhood Watch), £823 (Trees – carried over from 12/13), and £1350 (Environment – carried over from 12/13) should be transferred into the General Reserve.

10.3 It was noted that £3,000 had been transferred from the deposit account to the current account

10.4 It was agreed by those who had been present that the minutes of the Finance and General Purposes Committee (F&GP) meeting held on 14th October 2014 could be signed as a true record.

It was agreed that permission should be given to the Royal British Legion to fly its Poppy Appeal flag from the main flagpole on The Green during the week leading up to Remembrance Sunday.

It was noted that the Risk and Management Controls document had been updated and that the Chairman of F&GP had checked and approved the quarterly bank reconciliation and the calculation of the Clerk's

salary and pension contributions. Copies of the bank reconciliation showing bank balances as at 30th September 2014 had been distributed to councillors in advance of the meeting.

Draft copies of the updated Risk Assessment Policy had been circulated with the agenda and it was agreed to approve this document for publication.

Draft copies of proposed new Standing Orders had been circulated with the agenda and it was agreed to adopt these Standing Orders without further amendment. It was agreed that an introductory paragraph, the wording of which was still to be finalised, should be added to the document before publication.

Draft copies of the proposed Protocol on the Recording and Filming of Council and Committee Meetings had been circulated with the agenda and it was agreed to approve this document for publication.

It was agreed to approve the recommendation of F&GP that the laptop computer and printer that would soon be surplus to requirements should be offered for sale to the former Clerk at a nominal price of £40 on condition that, once the laptop was at the end of its life or was no longer required, the hard disc must be removed and returned to the Parish Council to be destroyed.

10.5 Consideration of draft budget for 2015/16 – Copies of the draft budget had been circulated to councillors in advance of the meeting. It was noted that the F&GP committee had recommended a zero increase in the precept for 2015/16. Cllr. Mrs Smerdon requested that the Environment Committee should be given a budget of £1600 as in previous years. It was noted that it was not possible to forecast whether there was likely to be any expenditure in respect of the Neighbourhood Plan. It was agreed that, subject to any further bids from committee chairmen, the final draft budget would be approved at the Parish Council meeting on 25th November and that there would not be any need for an additional F&GP meeting to be held.

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

- 11.1 UK Power Networks – email regarding ‘Power of Giving fund’ – this had been forwarded to cllrs. 25/9/14
- 11.2 ESCC Highways – Community Highways Newsletter – this had been forwarded to cllrs. 29/9/14
- 11.3 LDALC – Crime Statistics for Lewes Area – this had been forwarded to cllrs. 1/10/14
- 11.4 SSALC – October/November newsletter – this had been forwarded to cllrs. 4/10/14
- 11.5 Newick School Association – notification of date for School Summer Fayre 2015 (27/06/15)
- 11.6 Norman Baker MP – Letter and press release regarding proposed cuts to bus service – this had been forwarded to cllrs. 6/10/14
- 11.7 SSALC – request for topics for discussion with Chief Constable of Sussex Police – this had been forwarded to cllrs. 6/10/14. It was agreed that there were no questions for the Chief Constable but that the Speed Watch Team would prepare some questions to be put to the District Commander.
- 11.8 Ringmer Parish Council – letter of congratulation for Neighbourhood Plan
- 11.9 East Sussex Hearing Resource Centre – notification that the mobile unit would be on The Green on 13/11/14.
- 11.10 CPRE Sussex Branch – Agenda for ‘Getting Around Lightly’ event 8th November 2014
- 11.11 LDC – Notice of Joint Core Strategy Pre-hearing meeting 14/11/14 – this had been forwarded to cllrs. 15/10/14. It was agreed that there would be no need for the Parish Council to attend this meeting.
- 11.12 NHS Litigation Authority – paperwork in connection with Mid Downs Health Authority application to provide dispensing services at South Chailey surgery – this had been forwarded to cllrs. 21/10/14. It was agreed to make no further comment regarding this matter.
- 11.13 The following had been received during September and would be circulated via the Members’ Envelope:-
 - Rural Services Network Email news digest 7th, 13th, 20th & 27th October 2014, Rural Vulnerability Service October 2014, Rural Housing Spotlight October 2014, and Rural Opportunities Bulletin October 2014.
 - 3VA – e-newsletters 175, 176, 177, 178 & 179, and Training programme 2014/15
 - Lewes District Council District News Autumn 2014
 - Clerks and Councils Direct November 2014

12. Committees’ and Councillors’ Reports:

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

It was reported that the tenders for the play equipment upgrade would be received at Lewes District Council offices on 6th November 2014 and that members of the Playing Fields Committee would be holding a consultation morning for parishioners to view the proposed designs on 8th November. Publicity material was being printed.

- 12.2 Environment Committee** – There had been no meeting this month.
- 12.3 Tree Warden** – Cllr. Mrs Wickens reported that the category three tree work identified in the tree inspection report had been completed.
- 12.4 Newick Rootz** – The notes from the meeting of Newick Rootz held on 9th October 2014 had been circulated in advance. The template letter to be sent to landowners was not yet available for approval as further amendment and discussion with East Sussex County Council Rights of Way team were required.
- 12.5 Newick Village Hall Management Committee (NVHMC)** – It was noted that the Village Hall Management Committee had been nominated to receive £1825 from the LDC Zero Heroes Community Competition and that this would be put towards improving disabled access at the hall. It was reported that additional funding for this project would be requested from the remaining balance of the Public Works Loan fund held by the Parish Council.
- 12.6 CCTV Management Group** – Notes of a meeting of the CCTV Management Group held on 7th October 2014 had been circulated in advance. Cllr. Mrs Thew highlighted that the group had requested an increase in budget allocation for 2015/16 to cover the replacement of new cameras should these be required.
- 12.7 Allotments** - It was noted that Lewes District Council had not yet been contacted regarding the damaged fruit trees on the Cricketfield allotment site.
- 12.8 Website** – Cllr. Berryman reported that he was trying to identify ways of improving the website and asked for councillors to put forward their suggestions.
- 12.9 Lewes District Council Conference for Town and Parish Councils** – A report of the LDC Conference for Town and Parish Councils on 22nd October 2014, which had been attended by the Chairman and the Clerk, was circulated at the meeting and was noted. It was also noted that the Chairman had attended the AGM of East Sussex Association of Local Councils (ESALC) on 28th October 2014.
- 13. Local Council Award Scheme** – A summary of the Local Council Award Scheme, which was being introduced to replace the Quality Council Scheme, had been circulated prior to the meeting and was noted. It was agreed that the council would start to work towards achieving either the Quality Award or the Quality Gold Award once the final details were made available in the new year.
- 14. Christmas Tree on the Green** – It was reported that Newick Bonfire Society had agreed to provide a Christmas tree for The Green again this year. Mr Duncton had advised that some of the lights would need replacing and that he would check how many new strings were needed and obtain a quote from the wholesaler. It was agreed that the Clerk should be authorised to spend up to £200 on replacement lights.
- 15. To discuss the provision for first aid at events in the village hall** - Cllr. Mrs Wickens reported that there had recently been a medical emergency during an event at the village hall and asked whether event organisers should be required to have trained first aiders present for events at the hall. It was agreed that this would not be practical and that no further action should be taken.
- 16. Alexander Mead II – Update on Landscaping** – Cllr Armitage reported that, despite assurances given by Hastoe Housing Association in 2013, no further landscaping at Alexander Mead had taken place. It was agreed that Cllr. Armitage would draft a letter to be sent to Hastoe asking for this matter to be investigated.
- 17. Items to be referred to the next agenda** – It was agreed that the following items should be on the agenda of the next meeting:- 1) Preparation of a Business Plan for the council and 2) Action to be taken, if any, regarding unregistered land adjacent to the village green
- 18. Report from Chairman following appraisal of Clerk's performance** – In accordance with the resolution made under agenda item 4 above, the press and public were excluded from the meeting to allow discussion of a confidential employment matter.

One member of the public left the meeting at 8.50 p.m.

The Clerk was asked to leave the meeting while the discussion took place. It was resolved that with effect from 1st November 2014 the Clerk's Salary should be paid at spinal column point 26, scale LC2, of the National Joint Council for Local Government Services pay scale, progressing to spinal column point 27 on successful completion of CiLCA, and that the Clerk's hours should be increased from 70 to 80 per month.

The meeting closed at 9.02 p.m.

Signed:Chairman

Date: