

Newick Parish Council

Minutes of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 29th April 2014 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick.

Present: Councillors N. Berryman, R. Houghton, J. Lucas (Chairman of the Parish Council), 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
One member of the public was present for part of the meeting

1. **Apologies for Absence and to consider whether to approve reasons given:** – Apologies had been received from Cllr. C. Allen (work commitments), Cllr. C. Armitage (work commitments) and Cllr. C. Jago (conflicting 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. Mrs Sprackling declared a personal interest in item 11.5.
3. **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. Cllr. Mrs Sheppard (Neighbourhood Watch Coordinator) added that she had received a report of drug dealing and drug taking in the village and that this had been forwarded to Sussex Police for further investigation.

It was agreed that agenda item 11.5 should be brought forward in order to assist the member of the public who had attended for this item.

11.5 Newick Rootz - Copies of the notes from the meeting of Newick Rootz held on 10th April 2014 and notes on consultations for the proposed memorial walk had been circulated in advance and were noted. Cllr. Mrs Wickens reported on meetings that had been held with the owner of Ketches and with the chairman of Newick Rugby Club regarding proposals to plant trees on the Manwaring Robertson field. It was agreed that a letter should be sent to Newick Rugby Club inviting further discussions on an amended version of the original plan.

The member of the public who had been present left the meeting at 7.25 p.m.

4. **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 11.7 in view of the commercially sensitive nature of the matter to be discussed (Standing Order 1c).
5. **Approval of the minutes of Parish Council Meetings held 25th March and 8th April 2014** – It was agreed by those who had been present that the minutes of the Parish Council meetings held on 25th March and 8th April 2014 could be signed as a true record.
6. **Matters Arising** – A report from the Clerk regarding the following matters arising from these meetings was noted:-

Agenda item	PC Meeting 25 th March 2014
6	Sites of Nature Conservation Importance (SNCI) – Contact had been made with Dave Bonsall of the Woodland Trust regarding Beechland Mill Wood and a copy of his response had been forwarded to councillors on 23 rd April 2014. It was agreed that the Clerk should ask Lewes District Council to proceed with the designation of both Mill wood and Newick Common as Sites of Nature Conservation Importance.
16	Request from ESCC to place bus stop signs on The Green. It was noted that poles had been erected for bus stop flags and timetable cases on <u>both</u> the east and westbound sides of The Green, although permission had only been given for a pole on the westbound side, with a bus stop flag and timetable display case to be fitted to the existing bus shelter. It was agreed that ESCC should be asked to remove the pole on the eastbound side and proceed as originally agreed.

Agenda item	PC Meeting 8th April 2014
	There were no matters arising from this meeting to be reported.

7. **Action taken by the Clerk under Delegated Powers in consultation with the Chairman and/or the Vice – Chairman.** It was noted that arrangements had been made for a bench on the King George V Playing Field to be repaired and for a broken wooden post at the junction of Newick Hill and Jackies Lane to be replaced.

8. Planning:

8.1 Applications: There were no planning applications for consideration.

8.2 Tree Works Applications – TW/14/0039/TCA Harmers Hill House, Harmers Hill – It was agreed that the Parish Council would make no comment on this application.

8.3 Approvals/Refusals etc. - It was noted that the following planning applications had been approved by Lewes District Council:-

LW/14/0063 35 High Hurst Close – Erection of single and two storey rear extensions, garage conversion and extension to porch on front elevation.

LW/14/0112 5 Cricketfield – Erection of first floor extension

LW/14/0115 59 Allington Road – Erection of single storey extension to replace existing extension

LW/14/0120 Newick Park, Newick Park Road – Change of use from hotel to single dwellinghouse

It was noted that applications **LW/14/0182** and **LW/14/0183 Old Rectory Cottage, 81 Church Road,** had been withdrawn.

8.4 Correspondence with LDC over planning decisions – A letter dated 16th April 2014 from Lewes District Council (LDC) Director of Service Delivery had been circulated in advance of the meeting and was noted. It was also noted that the District Councillor could ask for any potentially controversial planning applications to be ‘called in’ to be considered by the District Council Planning Committee rather than being determined by an officer through the scheme of delegation.

8.5 Neighbourhood Plan – The Chairman gave a report on the Neighbourhood Plan consultation event that had been held on 19th April 2014 and it was noted that feedback had been received from the statutory consultees.

9. Financial Matters:

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

Payee	Item	Invoice Amount	Cheque Number
Signed during the month			
No cheques signed during the month			
Waiting to be signed			
East Sussex ALC Ltd	SALC and NALC subscriptions 2014-15	£669.00	200778
NVHMC	Hire of hall 16/4/14 (£82.20) & storage facility 2014/15 (£200)	£282.20	200779
The Danewood Press Ltd	Printing (Newick Directory, Neighbourhood Plan, N/Plan flyers, Parish Council newsletters, papers for Annual Parish Meeting)	£1,843.00	200780
Wicksteed Leisure Ltd	Repair of roundabout	£1,068.00	200781
J. Lucas	Mileage expenses	£28.80	200782
S.E. Berry	Clerk's Expenses	£503.56	200783
S.E. Berry	Clerk's Salary	£571.07	200784
Post Office Ltd	Tax and NI from Clerk & PC	£157.78	200785
East Sussex Pension Fund	Pension Contributions from Clerk & PC	£196.20	200786
Barcombe Landscapes Ltd	Clearance of leaves/debris and remove conifer lodged in oak tree	£180.00	200787
Mrs J. Sheppard	Materials for Neighbourhood Plan Consultation Day	£21.54	200788
Ms S. Orwin	Village Maintenance & Litter picker	£294.99	200789

Mrs L. Farmer	Neighbourhood Plan Admin Services Sept 2013 - April 2014	£1,471.34	200790
RW Green Limited	Tree Condition Survey and Report	£528.00	200791
Total		£7,815.48	

Income in April 2014

Cooperative Bank interest	£0.43
Barclays Bank interest	£71.08
Rents- Access on to PC land x 2	£10.00
Precept from Lewes District Council	£27,200.00
Rents - South Eastern Power Networks	£113.12
Directory donation	£15.00
Donation towards Newick Festival	£350.00
Rent from John Lawson's Circus	£100.00
Resident, High Hurst Close	£120.00
Total	£27,979.63

- 9.2 Statement of Performance against budget (Outturn) as at end March 2014** – The Outturn for March had been circulated in advance and was noted.
- 9.3 Approval of minutes of Finance and General Purposes (F&GP) Committee Meeting held 8th April 2014** – It was agreed by those who had been present that the minutes of the F&GP committee meeting held on 8th April 2014 could be signed as a true record. It was noted that since the meeting an error had been identified which meant that the surplus for 2013/14 was £8735 and not £8816 as stated in the minutes.
- 9.4 Approval of recommendations made by F&GP Committee**
It was agreed that the surplus for 2013/14 should be transferred to reserves as follows:- £3,000 to Sports Pavilion, £4,373 to Play Activity reserve, and £1,362 to the General Reserve.
It was resolved that the draft grant policy should be adopted and that the grant application form should be used with immediate effect.
- 9.5 Consideration of applications for grants received from Newick Football Club and Friends of Newick Health Centre** – It was agreed that Newick Football Club and the Friends of Newick Health Centre should be asked to complete grant application forms.
- 9.6 Members are requested to inform the Clerk of any Contingent Liabilities** – The Parish Council confirmed that it was not aware of any contingent liabilities on the Council.
- 9.7 To note that new model Financial Regulations have been published by NALC** – It was noted that new model Financial Regulations had been published by NALC and that a report from the Clerk on the options for electronic banking would be presented at a future meeting of the Parish Council.

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

- 10.1** Notification from Lewes District Council of precept and grant for 2014/15 – this had been forwarded to councillors 21/3/14.
- 10.2** Letter of thanks from Newick Allotment Society for grant awarded.
- 10.3** Came & Company – Parish Matters Spring 2014 – this had been forwarded to councillors 7/4/14. The Parish Council's attention was drawn in particular to the sections on Fund Transfer Controls (to be considered by F&GP committee) and Defibrillators (communicated to the Friends of Newick Health Centre).
- 10.4** ESCC Public Transport Dept. – changes to bus services and fares – this had been forwarded to councillors 8/4/14.
- 10.5** East Sussex Pension Fund – 2013 Actuarial Valuation Report – this had been forwarded to councillors 8/4/14.
- 10.6** SSALC – March/April Newsletter 2014 – this had been forwarded to councillors 8/4/14.
- 10.7** Rural Services Network – invitation to join Rural Sounding Board – this had been forwarded to councillors 11/4/14. There were no volunteers to join the Sounding Board.
- 10.8** Democratic Society – Zero Heroes 'How to Spend it Events' – this had been forwarded to councillors 11/4/14.
- 10.9** ESCC – Details of proposed changes to Mobile Library and Office Services – this had been forwarded to councillors 11/4/14.

- 10.10 Lewes District Association of Local Councils (LDALC) – minutes of meeting held 10/3/14 – this had been forwarded to councillors 11/4/14.
- 10.11 LDALC – Notification that Lewes District Town and Parish Conference would be held 22nd October 2014. It was noted that the Clerk and the Chairman should attend on behalf of the Parish Council.
- 10.12 Mr P. Cumberlege – Letter regarding ownership of fallen tree on The Green – it was noted that a response had been sent by the Clerk.
- 10.13 Newick Bowls Club – Invitation to enter a team in Bowls Club Tournament 14th June 2014. It was agreed that Cllrs. Houghton, Berryman and Thew would form a team.
- 10.14 Mr P. Cumberlege – Request for information regarding new footpath on The Green – it was noted that the Clerk was still working on a response to this letter.
- 10.15 The following had been received during March and would be circulated via the Members' Envelope:-
Rural Services Network Email news digest 31st March, 7th, 14th, 28th April 2014, Rural Vulnerability Service 2nd & 16th April 2014, Spotlight on Disability 23rd April 2014, and Rural Opportunities Bulletin April 2014.
South East Water – The Source Spring 2014
3VA – e-newsletters 149, 150, 151, 152 and 153
Clerks & Councils Direct – May 2014
Fields in Trust – Impact Report 2013
Lewes District Council – District News Spring 2014
CPRE – Sussex Review Spring/Summer 2014, Field Work Spring 2014 & Countryside Voice Spring 2014

11 Committees' and Councillors' Reports:

- 11.1 **Playing Fields Committee** – There had been no meeting this month.
 Inspection reports had been received from Lewes District Council and the Village Handyperson. Both reports indicated that the wet pour surface in the play area was in need of repair. It was agreed that the Clerk would arrange for the affected areas to be repaired.
 It was noted that a contractor had inspected the surface of the skate park and given three options for the repair of the cracks, however, no costs had been supplied and the contractor had not responded to requests for prices. It was unclear as to why Lewes District Council had not noted the cracked surface on the most recent inspection report and the Clerk was asked to follow this up and to try to ascertain how urgently work should be carried out.
 An email from a resident of Allington Place regarding problems around the skate park area was noted.
- 11.2 **Play Equipment Upgrade Project** – Cllr. Mrs Sprackling outlined the sub-committee's proposals for inviting tenders for the upgrade of existing play equipment and the installation of a timber trail and basket swing alongside the Church Road boundary of the recreation ground. It was agreed that the sub-committee should inform residents of properties near to the recreation ground and the Sports Pavilion Management Committee of the proposals and invite their comments at an early stage.
- 11.3 **Tree Warden** – The report following the three yearly inspection of Parish Council owned trees had been circulated in advance and was noted. It was agreed that contractors should be invited to tender for works on the four trees which had been identified as having a 'red' hazard risk rating.
 It was reported that a contractor working for a resident in High Hurst Close had caused problems by bringing a vehicle on to Parish Council land without permission and by cutting branches off one of the trees growing on Parish Council land. It was agreed that an article should be placed in the next newsletter reminding residents that they should ask permission before bringing vehicles on to Parish Council land or using it to gain access to their own properties.
- 11.4 **Environment Committee** – There had been no meeting this month.
 Copies of the minutes of the Strengthening Local Relations meeting with ESCC Highways held on 2nd April 2014 had been circulated in advance and were noted.
 It was also noted that the launch of ESCC Highways 'Community Self-Serve' Scheme had been delayed and that Cllr. Allen had agreed to attend the launch if he was available.
- 11.5 **Newick Rootz** – This item had been dealt with under agenda item 3 above.
- 11.6 **Newick Village Hall Management Committee (NVHMC)** – It was noted that an electrical test had been carried out and that a request may be made for payment of the invoice from the village hall grant reserve.
- 11.7 **Allotments** – Cllr. Mrs Smerdon reported that the Cricketfield allotments were progressing well. Discussion regarding a future allotment site was held under agenda item 18 below.

- 11.8 **Newick Festival 2014** – Cllr. Mrs Smerdon outlined the events to be held over the Festival weekend. It was agreed that permission should be given for children’s art work to be hung temporarily on the oak tree on The Green on the Saturday afternoon. It was also agreed that permission should be given for advertising boards supplied by Mansell McTaggart to be erected at suitable locations around the village.
- 11.9 **CCTV Management Group** – It was noted that the annual maintenance check on the CCTV system had been carried out and that one camera had been identified as being in need of replacement. It was agreed that the camera should be replaced at a cost of £168.00 +VAT.
- 11.10 **Website** – Details of the new village website, which should be ready by the end of May 2014, had been circulated in advance by email and were noted. Cllr. Berryman asked for any comments on the new site to be passed to him. It was noted that the Clerk and Cllr. Berryman had received training on use of the website and it was agreed that Cllr. Berryman would liaise with the website administrator over the updating of the website pages allocated to local clubs and societies.

12 Training for Councillors and Clerk – A list of training courses being offered by SSALC had been circulated in advance of the meeting. It was noted that the Clerk had registered to attend Legal and Finance training in July and the Chairman should attend the Chairmen’s Networking Day in September. Several councillors expressed an interest in receiving the training on the Community Infrastructure Levy that was being offered by Lewes District Council. It was agreed that the Clerk would contact LDC to see whether they could offer the training locally.

13 Parking problems in Allington Road – An email from PCSO Sally-Ann Reed highlighting parking problems in Allington Road and suggesting that the Parish Council should reconsider the implementation of double yellow lines had been forwarded to councillors on 11th April 2014. It was agreed that Ian Johnson, ESCC Highways Traffic Engineer should be asked to investigate and to suggest ways of alleviating the problem.

14 Ownership of strip of land adjacent to The Green between Snells and Springfield – It was noted that this land was not registered as belonging to Snells, Springfield or Goldbridge Farm. It was agreed that the Parish Council should pursue the issue of registering it as part of The Green and that advice should be sought from the Lewes District Council’s legal department.

15 Proposal from resident for bus shelter to erected on westbound side of The Green – A proposal had been received suggesting that there was need for a bus shelter on the westbound side of The Green and that this could be erected as a First World War memorial. It was agreed that, whilst the Parish Council had sympathy with the issues raised by the resident, it did not wish to pursue this proposal.

16 Request for permission to use The Green for Three Pubs Challenge 25th May 2014 - It was agreed that permission should be given for The Green to be used for the Three Pubs Challenge subject to appropriate risk assessments and public liability insurance being in place and copies forwarded to the Parish Council.

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

18 Confidential Items – In accordance with the resolution made under item 4 above, this item was discussed in confidence.

The meeting closed at 9.45 p.m.

Signed:Chairman

Date: