

Newick Parish Council

Minutes of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 27th January 2015 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick.

Present: Councillors C. Armitage, C. Allen, N. Berryman, R. Houghton, C. Jago (for part of the meeting) J. Lucas (Chairman of the Parish Council), Mrs J Sheppard, Mrs J Smerdon, 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

An audio recording was made of the meeting

- 1. Apologies for Absence and to consider whether to approve reasons given:** – Apologies had been received from Cllr. G. Parker (work commitments). It was resolved to approve the reason for this absence.
- 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 Wickens declared an interest in agenda item 11.4 (Newick Rootz) and Cllr. Mrs Smerdon declared an interest in agenda item 11.6 (Allotments).
- 3. Exclusion of the press and public** – It was agreed that any members of the press and public present at the time would be excluded from the meeting for items 17 and 18 of the agenda in view of the confidential nature of these items (item 17 draft documents not for public consultation and item 18 commercial matter).
- 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. It was noted that there was some concern about the operating practices of a firm of contractors working on driveways in the village and that the police were carrying out further investigations.

Mr Thomas spoke in connection with the draft minutes of the Parish Council meeting held on 25th November 2014 (item 5 of the agenda) and referred in particular to a statement made by Cllr. Jago at that meeting which he hoped would be included in the minutes. He also quoted from an email that he had received from Lewes District Council in response to the complaint that he had made about Cllr. Jago. Mr Thomas confirmed that he did not require a response to the points that he had raised.

Mr Loveman referred to item 11.7 of the agenda and stated that he considered that, in line with other councils, the Parish Council should publish its draft minutes on the website within seven days of meetings. He also stated that he had noted that reasons for councillors' absences from meetings were no longer being recorded in the minutes. In connection with item 8.1 of the agenda (planning application LW/14/0924) he highlighted the representations that had been made by Natural England on the as yet unresolved SANGS issue. In connection with agenda item 17 (site assessment summary rankings) he asked for clarification as to whether or not the document being considered was a consultation document. Finally, he asked whether or not the Parish Council had a mechanism for substituting sites selected for inclusion in the Neighbourhood Plan should they prove to be undeliverable.

The following responses were given to the points raised by Mr Loveman:-

- 1) The Clerk confirmed that the reasons for members' absences should be included in the minutes and asked to be sent details of instances where this had not happened.
- 2) It was confirmed that the Parish Council was aware of a delay in the resolution of the SANGS issue and pointed out that the matter would be discussed the following day at one of the Lewes District Council Joint Core Strategy examination hearings.
- 3) It was confirmed that Lewes District Council had advised that the documentation to be discussed under agenda item 17 was not for public consultation.
- 4) The Chairman advised that there was no mechanism built in to the Neighbourhood Plan for substituting sites and that it was not anticipated that this would cause any problem.

5. **Approval of the minutes of Parish Council Meetings held 25th November, 9th and 16th December 2014 and 13th January 2015** – It was agreed by those who had been present that the minutes of the Parish Council meetings held on 25th November, 9th and 16th December 2014, and 13th January 2015 could be signed as a true record.

6. **Clerk’s Report** – A report from the Clerk regarding the following matters arising from the meeting held on 25th November 2014 was noted:-

Agenda items 4 & 10.1	The resident of 6 Vernons Road had sent further correspondence asking the Parish Council to retain her request for permission to buy a strip of land as soon as possible.
10.9	A list of approved contractors had been received from ESCC Highways but a quotation for replacing the cracked paving slabs had not yet been sought. There had been no response from either Lloyds Pharmacy or Enterprise to the letters sent to them. It was highlighted that there were now approximately fifteen damaged paving slabs.
11.3	The diseased beech tree on the recreation ground had initially been made safe and further work was required to be carried out a later date. The Clerk highlighted that the work was likely to be costly because it was a large tree growing in a public open space, near to overhead cables, and required three operatives on site whilst work was being carried out. The tree swing had been removed from the oak tree in Growers End.
11.6	Contact had been made with the Friends of Newick Health Centre regarding the provision of a defibrillator at the Sports Pavilion and further information had been supplied to the Chairman. This matter was discussed further under agenda item 9.6.

7. **Action taken by the Clerk under Delegated Powers in consultation with the Chairman and/or the Vice – Chairman.** Permission had been granted to a fencing contractor to access Parish Council land in order to carry out fencing works at the rear of 2 Allington Road.

8. **Planning:**

8.1 Applications:

Newick

LW/14/0924

Case Officer:

Mr Andrew Hill

Cricketfield Smallholding Cricketfield

Planning Application - Demolition of existing residential dwelling and on-site structures and redevelopment to provide 31 dwellings together with associated parking, access and landscaping for Thakeham Homes Ltd. This application was being reconsidered following receipt of a special motion requested by at least four councillors in accordance with Standing Order 7a. It was noted that copies of representations by five members of the public had been received by the Parish Council.

The Parish Council resolved to **support** this application (8 votes in favour, one against and one abstention) subject to the following comments being made to Lewes District Council:-

‘Newick Parish Council’s initial reaction to this planning application was that it should not be considered at the present time, but should be opposed without consideration because of its prematurity, coming before the referendum on the proposed Neighbourhood Plan, and that it should then be considered if the Plan is adopted. However, on learning that the heavy weight now carried by the Neighbourhood Plan is very likely to result in Lewes District Council granting planning permission before the referendum regardless of the Parish Council’s views, the Parish Council has considered the application and its views are as follows.

The application is in line with the policies of the proposed Neighbourhood Plan and the Parish Council supports it subject to the following comments:

Newick Parish Council should become the owner of the site’s two public open spaces, i.e. the woodland strip on the north side of the site’s entrance road and the open area at the eastern end of the site including the children’s playground, and the Parish Council will undertake to maintain these areas.

The details of the equipped play area to be provided by the developer should be agreed with Newick Parish Council and its Lewes District Council play equipment adviser.

Care should be taken with the planting or replanting of hedging along the northern boundary of the site, to ensure that the hedge does not encroach excessively over the

narrow footpath. The existing hedge causes problems and has to be cut back several times each year to keep the path open, and an attempt should be made to reduce the scale of this problem by planting further from the footpath and possibly, in the case of the section of hedge alongside the public woodland strip by the site's entrance, removing the hedge'.

One member of the public left the meeting at 7.31 p.m.

One member of the public left the meeting at 7.32 p.m.

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

LW/14/0873 – 30 The Green – Planning Application for erection of first floor rear extension.

8.3 Tree works applications –

TW/15/0002/TCA – 33 Church Road – 1 x Thuja Plicata – to climb and sectionally fell to ground level, 1x Weeping Ash – fell to ground level, 1 x Beech – reduce longest lateral branches by 1.5m and crown lift to 4m, 1 x Pear – fell to ground level and crown lift all adjacent mature trees to 3m, garden limes – crown lift to 4m, 1 x Laurel – thin out/fell, Yews and others – crown lift, 1 x Hazel – re-coppice, 1 x Laurel – reduce height of retained swath and remainder to be felled to ground level. It was agreed that the Parish Council should support the applicant's request for a site visit by the District Council's tree officer and object to the unnecessary felling of any trees on this site.

8.4 Neighbourhood Plan – It was noted that the accounts for the DCLG grant had been submitted but that no acknowledgement had been received and the final payment was still outstanding. It was noted that the cost of producing the Neighbourhood Plan had been approximately £10,000 of which £4,500 had been covered by grants. Notes of the meeting of the Neighbourhood Plan Steering Group held on 23rd January 2015 had been circulated and were noted. A draft of the letter to be distributed to all households in the parish prior to the referendum had been circulated and was discussed. The wording of the referendum question was queried and it was agreed that enquiries would be made as to whether or not this could be changed. It was agreed that the finalisation of the draft letter should be delegated to the Steering Group and that the letter should be hand delivered between 4th and 6th February. It was noted that an A5 flyer was being designed with the intention of delivering this to all households between 22nd and 24th February, the final design would be available for approval at the Parish Council meeting on 10th February. It was agreed that the Steering Group should be given delegated authority to deal with any unexpected circumstances that might occur in the run-up to the referendum.

8.5 Lewes District Council Joint Core Strategy Examination Hearings – Notes made by councillors who had attended the Core Strategy Examination Hearings on 20th, 21st and 27th January had been circulated in advance of the meeting. It was reported that the issues highlighted by the Parish Council as being of importance to Newick had successfully been brought to the examiner's attention and that the examiner had stated his intention to give an early indication of how long it would take for him to reach his decision.

9. Financial Matters

9.1 To note payments made in December 2014 and authorisation of Schedule of Payments for January 2015 – The following payments made in December 2014 under delegated powers were noted:-

Payee	Item	Invoice Amount	Cheque Number
S.E. Berry	Clerk's Salary	£679.38	200903
S.E. Berry	Clerk's Expenses as per attached schedule	£654.04	200904
Post Office Ltd	Tax and NI from Clerk & PC	£224.40	200905
East Sussex Pension Fund	Pension Contributions from Clerk & PC	£238.90	200906
D. Sankey Ltd.	Routine Mole Treatment - KGVPF	£50.40	200907
Lewes District Council	Emptying of Litter Bins 01/01/15 to 31/03/15 - £128.70 Emptying of Dog Bins 01/01/15 to 31/03/15 - £177.84	£306.54	200908
CHEC	Embroidery set up for Rootz logo	£15.00	200909
Peter Frost	Audit Services	£178.10	200910
Duncton Electrical	Supply of 3 sets of Christmas Tree lights	£120.60	200911
Lindsey Baker Fencing	Supply and fit new gate post - Allington Road entrance to rugby field	£125.00	200912

R.C. Allen	Mileage expenses - attendance at LDALC meetings 22/9 & 8/12/14	£16.20	200913
The Society of Local Council Clerks	Membership Subscription 2015	£149.00	200914
S. Orwin	Village Maintenance as per contract	£225.00	200915
The Danewood Press Ltd	Printing of Neighbourhood Plan booklets	£540.00	200916
Total		£3,522.56	

Income in December 2014

Cooperative Bank interest	£0.36
Barclays Bank interest	£87.06
Freedom of Information pmt	£25.70
Freedom of Information pmt	£6.62
Disposal of laptop & printer	£40.00
Total	£159.74

Prior to agreeing to the signing of the cheque for the subscription to CPRE the Council was asked to consider whether membership of this organisation would interfere with its ability to make decisions openly and without bias. It was agreed that membership of CPRE would not affect the Parish Council's decision making process and that the membership should be renewed.

It was resolved to approve the schedule of payments for January 2015:-

Payee	Item	Invoice Amount	Cheque Number
Paid prior to meeting			
Mr S Carter	Delivery of Parish Council Newsletter	£120.00	200917
Waiting to be approved			
S.E. Berry	Clerk's Salary	£679.38	200918
S.E. Berry	Reimbursement for items purchased by Clerk on behalf of Parish Council	£240.14	200919
Post Office Ltd	Tax and NI from Clerk & PC	£224.40	200920
East Sussex Pension Fund	Pension Contributions from Clerk & PC	£238.90	200921
D. Sankey Ltd.	Routine Mole Treatment - KGVPF	£50.40	200922
Central Linemarkings Ltd	Line painting at village hall and recreation ground car parks	£570.00	200923
Barcombe Landscapes Ltd	Grounds maintenance - £1254.47 Mowing Highway Verges - £249.91	£1,504.38	200924
NACCA	Hire of Community Centre for Neighbourhood Plan Sessions	£54.00	200925
Mr L Thew	Purchase of wine for Annual Parish Meeting	£49.90	200926
S. Orwin	Village Maintenance as per contract	£236.63	200927
CPRE	Annual Subscription	£36.00	200928
Total		£4,004.13	

Income in January 2015

Cooperative Bank interest	£0.24
Barclays Bank interest	£92.62
Cambridge & Counties Bank Interest	£340.28
Payment for access over PC land - 38 The Rough	£5.00
1st Newick Scout Group	£200.00
HMRC VAT Reclaim	£824.79
Total	£1,462.93

9.2 Statement of performance against budget (outurn) as at end December 2014 – The Outturn for December 2014 had been circulated in advance and was noted.

9.3 To approve the draft minutes of the Finance and General Purposes (F&GP) Committee Meeting held 13th January 2015 and to consider the recommendations made by that committee - It was agreed by those who had been present that the minutes of the F&GP Committee meeting held on 13th January 2013 could be signed as a true record. The following recommendations made by the F&GP committee were considered:-

- It was agreed to approve the draft updated Freedom of Information Policy and associated Freedom of Information Publication Scheme with effect from 28th January 2015
- It was agreed to approve the draft amended Financial Regulations with a further amendment to regulation 8 as it had been confirmed that it was no longer necessary to obtain the internal auditor's approval to use a particular method of payment. Cllr. Allen was thanked for his work in comparing the Parish Council's existing Financial Regulations with the NALC Model Financial Regulations.
- It was agreed to approve the draft amended Flag Policy with a further amendment to item one line three which should read 'March' instead of 'April'.
- It was agreed to approve the draft amended policy for the Retention of Parish Records which confirmed that minutes should be retained on the parish website for four years.
- It was noted that arrangements were in hand to carry out a review of the records currently held and it was agreed that the Clerk should be paid for up to seven hours in addition to her normal working hours in order to carry out this work.

9.4 Approval of increase in Clerk's Salary in line with NJC agreed rates – It was agreed that the Clerk's salary should be increased with effect from 1st January 2015 in line with the nationally agreed salary scales which included non-consolidated payments for December 2014 and April 2015.

9.5 Expenditure limit under S137 of Local Government Act 1972 – It was noted that the expenditure limit under section 137 of the Local Government Act 1972 had been set at £7.32 per elector for 2015/16.

9.6 Grant Applications – A summary of grant applications received and awards made during 2014/15 had been distributed in advance of the meeting. It was noted that the Chairman of the Friends of Newick Health Centre had recently confirmed that £850 was still needed to help provide a defibrillator to be located at the Sports Pavilion. It was resolved to award a grant of £850 to the Friends of Newick Health Centre to be used towards the cost of providing a defibrillator at the Sports Pavilion.

Cllr. Jago left the meeting at 8.24 p.m.

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

10.1 A list of correspondence received during December 2014 and January 2015 had been circulated prior to the meeting and it was confirmed that no further action was required in respect of these items:

Sender	Subject
Rural Services Network	Weekly Email News Digest – 2 nd , 8 th , 15 th , & 24 th December 2014, Rural Vulnerability Service – Rural Transport & Fuel Poverty Spotlight on Small Businesses and the rural economy Rural Opportunities Bulletin – December 2014
3VA	e-Newsletter Issues 184, 185, 186 and 187
Lewes District Council	District News – Winter Edition 2014
NALC	LCR Magazine – Winter 2014
Barcombe Landscapes	Christmas Card
Norman Baker MP	Christmas Card
East Sussex CC	Mobile Office to be withdrawn from 19/12/14
East Sussex CC	Changes to Mobile Library Service from 5/1/15
SSALC	Training Programme for 2015
LDC Environmental Health Officer	Notification of further involvement with a resident in High Street.
LDC	Housing Management Consultation
Mr Loveman	Procedural questions regarding public participation at meetings. Answered by Clerk.
Mrs Lighfoot	Comments on Neighbourhood Plan examination report. Acknowledged by Clerk.
Lewes District Association of Local Councils	Minutes of LDALC meeting held 8 th December 2014

Rural Housing Alliance	Publication of Affordable Rural Housing – a practical guide for Parish Councils
Mr Cumberlege	Comments on Neighbourhood Plan examination report
Action in rural Sussex	Invitation to attend February Community Planning Surgery session
Lewes DC	Notification of applications by Barcombe PC and Chailey PC to designate parishes as Neighbourhood Areas for purposes of producing a N/Plan.
East Sussex CC	eSussex Broadband Project Update – December 2014
Mr Balloch	Support for Newick's Neighbourhood Plan
Rural Services Network	Weekly Email News Digest 5 th , 12 th & 19 th January 2015 Rural Vulnerability Service – Fuel Poverty & Broadband Rural Opportunities Bulletin – January 2015
3VA	e-Newsletter Issues 188, 189 & 190 Training Programme 2014/15
SLCC	The Clerk Magazine January 2015
Clerks & Councils Direct	January 2015 Issue 97

- 10.2** Spark – Notification that grants were available for setting up a youth voice group. It was agreed that Cllr. Mrs Smerdon would pursue this before the deadline of 16th February.
- 10.3** Copies of a letter from a resident regarding problems with the Haywards Heath bus service had been circulated in advance of the meeting. A copy of the letter was passed to ESCC Cllr. Jim Sheppard, who was in attendance, and it was agreed that the resident should be asked to take up the matter with the County Council.
- 10.4** Correspondence from SSALC giving updates on electronic agendas, modernising parish polls regulations and consultation on local government finance. This had been forwarded to councillors on 19th January 2015 and was noted.

11. Committees' and Councillors' Reports:

- 11.1 Playing Fields Committee** – It was agreed by those who had been present that the minutes of the Playing Fields Committee meeting held on 9th December 2014 could be signed as a true record.

It was noted that the LDC Project Co-ordinator had held a meeting with the suppliers of the new play area preferred design to discuss the modifications that the committee had requested. Several issues had yet to be confirmed, therefore, the final version of the design was not available for approval.

It was noted that the monthly play area inspection report for December had been received from Lewes District Council and that the annual report, carried out by The Play Inspection Company, had been received but that this covered only the play area, not the skate park or other equipment on the recreation ground. The company had been asked to supply the missing report as a matter of urgency.

It was reported that a letter regarding the skate park had been received from Ed Hele, LDC Principal Environmental Health Officer and that this would be discussed in further detail at the Playing Fields Committee meeting on 13th March.

- 11.2 Environment Committee** – The minutes of the Strengthening Local Relationships meeting held with East Sussex County Council Highways representatives on 10th December 2014 had been circulated in advance and were noted. It was reported that the Newick Park Hotel signs had been uprooted and the Clerk was asked to inform the owner of Newick Park that this had occurred.

A quotation for the cutting of the rural highway verges within the parish had been received. It was noted that the quotation was for considerably more than the contribution that would be made by East Sussex County Council. It was agreed that the Parish Council would not take on the responsibility for the cutting of rural highway verges at this time.

- 11.3 Tree Warden** – It was reported that a tree preservation order had been made covering 10 trees on land at Mitchelswood Farm. The Clerk was asked to contact the District Council's Tree Officer to find out whether or not preservation orders would be made on the oak tree near to Cuttings in Cricketfield and the largest tree on the Telephone Exchange site.

- 11.4 Newick Rootz** – The notes from the meeting of Newick Rootz held on 12th January 2015 were not yet available but would be circulated as soon as they had been completed. It was reported that members of Rootz were interested in being involved with leading healthy walks in Newick and that this was being investigated further. It was noted that interest had been expressed in attending a stakeholder

engagement session with East Sussex County Council Rights of Way Team and that further information was awaited.

11.5 Newick Village Hall Management Committee (NVHMC) – It was reported that the white line markings in the village hall car park had been renewed and that a planning application had been submitted for the provision of a new disabled access ramp at the front of the building. Cllr. Allen was asked to check whether there would be storage available for additional equipment for which a grant had been requested by the Tiddlers & Toddlers group.

11.6 Allotments – There was nothing to report.

11.7 Website – It was reported that there would be a reduction in the charges from the website administrator. It was noted that, in accordance with the Retention of Parish Records policy approved under agenda item 9.3, minutes would be retained on the website for a period of four years. It was agreed that the Parish Council would not publish its draft minutes on the website prior to them being approved.

12. Unregistered land adjacent to The Green– It was reported that the Clerk and the Chairman had met with Mr Alexander in connection with this land and that he had made some comments regarding the council's proposals. It was agreed that an approach should be made to the owners of the two properties on either side of the land to discuss the proposals with them.

13. Parish Council Business Plan - It was agreed that the preparation of a Parish Council Business Plan should be left as an exercise to be carried out by the new council after the elections in May. (Seven in favour and two absentions).

One member of the public left the meeting at 9.00 p.m.

14. Request from Newick Horticultural Society to use The Green for Annual Show on 5th September 2015 – It was agreed that permission should be granted to Newick Horticultural Society to use The Green for their Annual Show on 5th September 2015.

15. Request from member of the public for permission to use pictures of Newick in publication – It was agreed that permission should be granted to Mr Steven Harris to use some of the historical photographs held by the Parish Council in his forthcoming book about the Baden Powell family.

16. Application by Mid Downs Medical Practice for consent to dispense from South Chailey Surgery – Correspondence on this matter had been forwarded to councillors on 23rd December 2014. It was agreed to make no comment.

The following two items were discussed in confidence with no members of the press or public present in accordance with the resolution made in agenda item 3 above.

17. Lewes District Council Local Plan Part 2 – It was agreed that, as there was insufficient explanation as to how the scores for the Newick sites had been arrived at, no comment could be made until further information had been obtained. It was agreed to defer discussion of both the Newick and the North Chailey sites until the next meeting to be held on 10th February 2014.

18. Proposal to investigate the possible purchase of land to be used for car parking – It was agreed not to pursue this proposal.

19. Items to be referred to the next agenda – LDC Local Plan Part 2 and approval of play area upgrade design.

The meeting closed at 9.25 p.m.

Signed:Chairman

Date:

The Clerk: Mrs SE Berry, 18 Newlands Park Way, Newick, BN8 4PG
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