

## Newick Parish Council

**Minutes** of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 26<sup>th</sup> January 2016 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick.

**Present:** Councillors C. Allen, C. Armitage, N. Berryman (Chairman of the Parish Council), M. Halsey, B. Horsfall, R. Houghton, C. Jago, J. Sheppard, J. Smerdon, M. Thew and C. Wickens.

**In Attendance:** Mrs S. Berry (Clerk)  
Lewes District and East Sussex County Councillor Jim Sheppard  
Police and Crime Commissioner, Mrs Katy Bourne, (for part of the meeting)  
PCSO Sally-Ann Reed (for part of the meeting)  
Two members of the public

An audio recording was made of the meeting

- 1. Presentation from Police and Crime Commissioner** – The Police and Crime Commissioner was not present at the start of the meeting, therefore, her presentation was heard after agenda item 6.
- 2. Apologies for Absence:** No apologies had been received
- 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. Smerdon disclosed a non-pecuniary interest in agenda item 9 (Clerk's report – proposal for Parish Office) in her capacity as Trustee and Chair of Newick Community Centre Committee.
- 4. 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 consideration of agenda items 13.6 Allotments and 20 Feedback from Neighbourhood Plan Working Group. In both cases this was because of confidential commercial information that was not in the public domain. (Public Bodies Admission to Meetings Act 1960 S1 (2)).
- 5. Questions or Statements by Members of the Public**  
There were no questions or statements by members of the public.
- 6. PCSO Sally-Ann Reed's Monthly Report/Neighbourhood Watch Report**  
PCSO Reed's written report of crimes reported during November and December 2015 been circulated and was noted. PCSO Reed answered questions from Councillors arising from her report and confirmed that she had opted to take redundancy as the proposed changes to the PCSO role and shift pattern did not suit her personal circumstances.

*Police and Crime Commissioner, Mrs Katy Bourne, joined the meeting at 7.10 p.m.*

**Presentation from Police and Crime Commissioner on Sussex Police new model for local policing and how this will affect Newick** – The Sussex Police and Crime Commissioner (PCC) outlined the background to the review of local policing carried out by Sussex Police, stating that this had been carried out in the light of anticipated budget cuts and changing demands on the police. Resulting from the review, it was planned that the role of Police Community Support Officers (PCSOs) would be changing with the numbers of PCSOs being reduced and those remaining being given additional powers and responsibilities. The PCC could not comment on the details of these proposals as they were still under consultation. The PCC advised that Lewes and Wealden districts had been merged and that a new way of working, whereby police officers would be deployed district wide on a demand led basis, rather than in set neighbourhood teams, was expected to be more efficient. The PCC answered questions from Councillors arising from her presentation and asked for any further questions or comments to be sent to her via her personal assistant.

On behalf of the Parish Council, Cllr. Jago thanked PCSO Sally-Ann Reed for her strenuous efforts in Newick over the past eight years which had contributed greatly to the reduction of crime in the area. The Clerk was asked to put this in writing to the PCC.

*Mrs Bourne, PCSO Reed and one member of the public left the meeting at 7.40 p.m.*

Cllr. Jean Sheppard gave a verbal report on Neighbourhood Watch matters, which was noted.

## 7. Lewes District/East Sussex County Councillor Jim Sheppard's Report

Cllr. Jim Sheppard reported on the following:- 1) Lewes District and Eastbourne Borough Council were now sharing a Chief Executive, Mr Robert Cottrill, 2) East Sussex County Council Highways would be resurfacing the pavement in Marbles Road in the new financial year and would be investigating the potholes in High Hurst Close, 3) Plumpton level crossing was due to reopen in February, and 4) As a member of the South Downs National Park Authority, Cllr. Sheppard had attended a meeting regarding the proposed by-pass to the north of Chichester.

8. **Approval of the minutes of Parish Council meeting held 24<sup>th</sup> November 2015** – It was agreed by those who had been present that the minutes of the Parish Council meeting held on 24<sup>th</sup> November 2015 could be signed as a true record.

9. **Clerk's Report** – A report from the Clerk along with a list of correspondence received during December 2015 and January 2016 had been circulated in advance of the meeting and was noted.

The Clerk's report on arrangements for public participation at Parish Council meetings was considered. It was agreed that, in future, planning items would be considered earlier in the meeting, as near as possible to the public participation session. Members of the Council were reminded that they would need to look at planning applications online prior to the meeting as paper plans would no longer be provided by Lewes District Council from April 2016.

The Clerk's report on the proposal to set up a parish office was considered. It was agreed in principle to continue to pursue this, but the Clerk was asked to look at other options for the location of the office.

10. **Action taken by the Clerk under Delegated Powers in consultation with the Chairman and/or the Vice – Chairman.** It was reported that Cllrs Berryman and Jago had signed the cheques for December payments in accordance with the authority delegated to them by the Council on 24<sup>th</sup> November 2015 (Minute 11.2 page 62).

## 11. Planning:

11.1 **Approval of the minutes of the Planning Committee meetings held 8<sup>th</sup> December 2015 and 12<sup>th</sup> January 2016** – It was agreed by those who had been present that the minutes of the Planning Committee Meetings held on 8<sup>th</sup> December 2015 and 12<sup>th</sup> January 2016 could be signed as a true record.

11.2 **Applications** – There were no planning applications for consideration.

11.3 **Approvals/Refusals etc.** – There were no approvals or refusals to be reported

11.4 **Tree works applications** – It was noted that approval had been given by Lewes District Council for works to be carried out to the Silver Birch tree in the Community Centre car park **TW/15/0112/TCA**

11.5 **Mitchelswood Farm Planning Appeal** – Public Inquiry 9<sup>th</sup> to 12<sup>th</sup> February 2016 – This was noted and a number of councillors expressed an intention to attend.

## 12. Financial Matters:

12.1 **To note payments made in December 2015 and to authorise Schedule of Payments for January 2016** – Payments made in December 2015 were noted

Payee	Item	Invoice Amount	Cheque Number
Public Works Loan Board	Loan repayment instalment	£2,501.01	Direct Debit
S.E. Berry	Clerk's Salary	£693.84	Standing Order
S.E. Berry	Additional payment agreed 27/10/15	£64.90	201058
Post Office Ltd	Tax and NI from Clerk & PC	£269.89	201059
East Sussex Pension Fund	Pension Contributions from Clerk & PC	£275.04	201060
D. Sankey Ltd.	Routine Mole Treatment - KGVPF	£100.80	201061
Lewes District Council	Dog bin emptying 01/01-31/03/16 £177.84 Litter bin emptying 01/01-31/03/16 £128.70 Play Area inspections Jul-Dec 15 £108.00	£414.54	201062

RW Green Limited	Tree Works	£468.00	201063
S. Orwin	Village Maintenance	£225.00	201064
S.E. Berry	Reimbursement for items purchased by Clerk on behalf of Parish Council	£80.97	201065
<b>Total</b>		<b>£5,093.99</b>	
<b>Income in December 2015</b>			
Barclays Bank	Interest	£66.61	
Various local businesses	Donations towards Newick Directory	£120.00	
<b>Total</b>		<b>£186.61</b>	

It was resolved to approve the Schedule of Payments for January 2016:-

Payee	Item	Invoice Amount	Cheque Number
S.E. Berry	Clerk's Salary	£693.84	Standing Order
Post Office Ltd	Tax and NI from Clerk & PC	£229.89	201066
East Sussex Pension Fund	Pension Contributions from Clerk & PC	£248.93	201067
D. Sankey Ltd.	Routine Mole Treatment - KGVPF	£100.80	201068
Lewes District Council	Installation of litter bin £80.00 Play Area Inspection £18.00	£98.00	201069
CHEC	Printing of newsletter	£232.00	201070
Duncton Electrical Contractors	Replacement lights for Christmas Tree	£120.60	201071
3VA	Fundraising Training x 2 councillors	£70.00	201072
S.E. Berry	Reimbursement for items purchased by Clerk on behalf of Parish Council	£37.44	201073
C.R. Goddard	Delivery of newsletters	£120.00	201074
CPRE	Annual membership subscription	£36.00	201075
Mrs LM Farmer	Locum Clerk Work 14 to 24/01/16	£209.39	201076
S. Orwin	Village Maintenance	£225.00	201077
DrainBoss	Balance for drainage work at KGVPF (less 5% to be paid when ground made good in spring)	£5,655.71	201078
PBI Audio Visual	Repair of severed CCTV cable	£238.20	201079
<b>Total</b>		<b>£8,315.80</b>	

**Income in January 2016**

Barclays Bank	Interest	£56.94
Cambridge & Counties Bank	Interest	£539.57
Various local businesses	Donations towards Newick Directory	£180.00
38 The Rough	Payment for access over PC land	£5.00
HMRC	VAT Reclaim Oct-Dec 2015	£1,754.08
<b>Total</b>		<b>£2,535.59</b>

**12.2 To note Statement of Performance against budget (Outturn) as at end December 2015** – The outturn for December 2015 had been circulated in advance and was noted. It was noted that the anticipated expenditure for environmental work would be adjusted before the next meeting.

**12.3 Approval of minutes of Finance & General Purposes Committee meeting held 12<sup>th</sup> January 2016 and consideration of recommendations made by that committee** – It was agreed by those who had been present that the draft minutes of the Finance and General Purposes Committee meeting held on

12<sup>th</sup> January 2016 could be signed as a true record. The following updated, amended and new draft policy/procedure documents had been circulated in advance of the meeting and were considered:-

**Health and Safety Policy** – it was agreed to adopt the updated policy.

**Policy for Access over Parish Council land** – it was agreed that this policy should remain unchanged.

**Travel Plan** – it was agreed that this plan was out of date and should be withdrawn.

**Memorial Seats Policy Statement** – it was agreed to adopt the updated policy statement.

**Severe Weather Policy – Grit Bins** – it was agreed that this policy should remain unchanged

**Requirements for portable appliance testing** – it was agreed to adopt the updated policy.

**Child Protection and Safeguarding of Vulnerable Adults Policy** – it was agreed to adopt this policy subject to the updating of links shown in paragraph 5.1.

**Flag Policy** – it was agreed to adopt the updated policy.

**Draft Process Manual** – It was agreed to adopt this document

**Draft Procedure for dealing with Consultation Requests** – It was agreed to adopt this document and that Cllr. Armitage would arrange for individual councillors to take on the responsibility for leading on the subject areas listed.

**Draft Procedure for dealing with enquiries** – It was agreed to adopt this document

**Draft Procedure for recording and monitoring Members' Interests and Gifts and Hospitality Received** – It was agreed to adopt this document with no amendments.

**12.4 To note final budget for 2016/17** – The final budget for 2016/17 agreed at the Parish Council meeting on 24<sup>th</sup> November 2015 had been circulated prior to the meeting and was noted.

**12.5 Consideration of grant applications received** – Applications for grants had been received from Newick Pre-School (£250 towards the updating of their computer) and Stiances Archaeological Project (£500 towards archaeological project for pupils at Newick Primary School). It was resolved in both cases that the Council, in accordance with its powers under section 137 of the Local Government Act 1972, should incur the expenditure detailed above which, in the opinion of the Council would be in the interests of the area or its inhabitants and would benefit them in a manner commensurate with the expenditure.

**12.6 To note report from Clerk on Workplace Pensions (Automatic enrolment)** – A report from the Clerk detailing the Parish Council's responsibilities to enrol members of staff in a suitable pension scheme had been circulated in advance. It was noted that the Parish Council had already fulfilled its legal duties in connection with this requirement.

**12.7 Scout Hut Lease** – Cllr Jago outlined the position regarding the Scout Hut lease which was due for renewal. It was proposed and seconded that the existing lease should be updated in accordance with the request made by the Scout Association and that, in order to save the legal costs, which would otherwise be borne by 1<sup>st</sup> Newick Scout Group, a solicitor would not be engaged to carry out this work and the proposed lease would not be advertised in the newspaper. This was agreed (10 in favour of the proposal and 1 abstention).

### **13. Committees' and Councillors' Reports:**

**13.1 Environment and Recreation Committee** – There had been no meeting of the Environment and Recreation Committee held in December 2015 or January 2016.

A report detailing the results of the environmental survey of the village carried out by Councillors during December had been circulated in advance of the meeting and was noted. This would be considered in more detail by the Environment and Recreation Committee at the meeting to be held in February.

The draft minutes of the Strengthening Local Relationships meeting held with East Sussex County Council Highways on 2<sup>nd</sup> December 2015 had been circulated in advance of the meeting and were noted. Cllr. Smerdon advised that a number of people had expressed an interest in being involved with the School Crossing Patrol, however, more were needed.

- 13.2 Tree Warden** – It was noted that Daniel Wynn, Trees and Landscape Officer at Lewes District Council, had done a presentation about his role for Councillors and other interested parties. This had been well received and the Clerk was asked to send a letter of thanks to Mr Wynn.
- 13.3 Newick Rootz** – Copies of the notes from the meeting of Newick Rootz held on 11<sup>th</sup> January 2016 had been distributed in advance of the meeting and were noted. A draft of a letter received from Newick Rootz regarding the use of a metal gate on Footpath 18 had also been circulated. It was agreed that the letter would be forwarded to the East Sussex Rights of Way Team with a covering letter from the Parish Council.
- 13.4 Newick Village Hall Management Committee (NVHMC)** – It was noted that a letter had been received from the Chairman of NVHMC regarding the new disabled exit at the Village Hall which was still awaiting completion. Cllr. Allen confirmed that the committee would be engaging another contractor to complete the work if the original contractor did not do so by the deadline that had been issued.
- 13.5 Newick Sports Pavilion Management Committee** – Copies of the minutes of the meeting of Newick Sports Pavilion Management Committee held 3<sup>rd</sup> November 2015 had been circulated in advance of the meeting and were noted.
- 13.6 Allotments** – In accordance with the resolution made under agenda item 4 above, this item was deferred for discussion at the end of the meeting after the exclusion of members of the press and public.
- 13.7 Website Working Group** – Notes of the meeting of the Website Working Group held had been circulated in advance of the meeting. It was agreed that a further meeting of the Working Group would be arranged to consider the options and that a firm proposal should be put to the Parish Council at the next meeting.
- 13.8 Newick Festival May 2016** – Notes of the meeting of Newick Festival Organising Committee held on 13<sup>th</sup> January 2016 had been circulated in advance of the meeting and were noted. The Clerk confirmed that an incorrect date and some typographical errors had since been corrected.
- 14 Update on Newick Post Office** – Cllr. Jean Sheppard gave a verbal update on the Post Office. She advised that she would be meeting with members of St Mary's Church who wanted to discuss ways in which they might be able to support the Post Office. It was noted that Ridgewood Post Office runs an 'outreach' service one day a week in several villages and Cllr. Sheppard agreed to make enquiries about this.
- 15 Mid Downs Medical Practice** – Cllr. Jago gave a verbal update on the forthcoming appeal hearing regarding the refusal of Mid Downs Medical Practice's application to dispense from the South Chailey surgery. The Parish Council had been refused permission to update its previous written submission or to appear at the hearing in its own right but it would be allowed the opportunity to appear as a witness for Lloyds Pharmacy. It was agreed that Cllr. Armitage would attend the hearing as a witness for Lloyds Pharmacy and give evidence along the lines of the letter submitted by the Parish Council in February 2015.
- 16 Three Southern Counties (3SC) Devolution Bid** – It was noted that the 3SC Briefing Event scheduled to be held on 11<sup>th</sup> March 2016 had been postponed to May 2016 (date to be confirmed). It was agreed to defer consideration of this matter to a later meeting.
- 17 Lewes District Council Draft Council Plan** – Details of consultation on the Lewes District Council Draft Council Plan had been circulated by email on 21<sup>st</sup> December 2015. It was agreed that the Parish Council would make no comment on this matter.
- 18 HM Queen's 90<sup>th</sup> birthday celebrations** – An email from Sussex Association of Local Councils regarding proposals to celebrate HM The Queen's 90<sup>th</sup> birthday by the lighting of a beacon had been circulated in advance of the meeting. It was agreed that Cllrs. Halsey and Horsfall would ask the committee of Newick Bonfire Society whether they would be willing to organise this.

**19 Items to be referred to the next Agenda** – Cllr. Armitage asked for landscaping at Alexander Mead (phase 2) to be included on the agenda for the next meeting.

*In accordance with the resolution passed under agenda item 4 above, one member of the public and District and County Councillor Sheppard left the meeting at 9.17 p.m. to allow consideration of the following confidential matters.*

**Allotments** (deferred agenda item 13.6) – Cllr. Smerdon gave details of some land within the Parish that could be made available to the Parish Council to lease for use as allotments. It was agreed in principle that the Parish Council should take on the lease of this land (9 in favour of the proposal and 2 abstentions). The Allotments Working Group would meet to progress this matter.

**20 Feedback from Neighbourhood Plan Working Group** – It was reported that the Neighbourhood Plan Working Party had been looking at documentation in preparation for the Mitchelswood Planning Inquiry that was scheduled to begin on 9<sup>th</sup> February 2016 and that there were some commercially sensitive matters that could not yet be made public. It was noted that an Extraordinary Meeting had been called for Tuesday 2<sup>nd</sup> February 2016 when it was hoped the Parish Council could be briefed more fully on these matters. It was agreed that a letter should be sent to Maria Caulfield MP to update her on the forthcoming Public Inquiry and that the drafting of this letter would be delegated to the Neighbourhood Plan Working Group.

The meeting closed at 9.35 p.m.

Signed: .....Chairman

Date: .....