

## Newick Parish Council

**Minutes** of the Annual Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 31st May 2016 at the Sports Pavilion, King George V Playing Field, Allington Road, Newick.

**Present:** Councillors C. Allen, C. Armitage, N. Berryman, M. Halsey, B. Horsfall, 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  
One member of the public was present

An audio recording was made of the meeting

- 1. Election of Chairman** – One nomination had been received by the Clerk proposing Cllr. Nick Berryman as Chairman. This had been seconded and was unanimously agreed by the Parish Council. Cllr. Berryman was duly elected as Chairman and he signed his Declaration of Acceptance of Office.
- 2. Election of Vice Chairman** – Cllr. Berryman nominated Cllr. Chris Armitage for the position of Vice Chairman of the Council. This was seconded and unanimously agreed. Cllr. Armitage was duly elected as Vice Chairman.
- 3. Apologies for Absence:** – There were no apologies for absence, however, it was noted that Cllr. Houghton had resigned as a member of the Parish Council and that the process to fill the vacancy was being followed.  
*Cllr. Smerdon joined the meeting at 7.02 p.m.*
- 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 disclosures were made. Councillors were reminded to check their register of interests forms and make any necessary amendments.
- 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 Sally-Ann Reed was not present at the meeting, therefore, there was no report. Cllr Jean Sheppard gave a verbal report on Neighbourhood Watch matters. It was reported that PCSO Reed had found another job and would be leaving her present position at the beginning of July.
- 7. Lewes District/East Sussex County Councillor's Report** – Cllr. Jim Sheppard had nothing to report but invited questions from members of the Parish Council. Cllr. Wickens asked for further information about the charges that would be made to residents using the Chatterbox Room facility. Cllr. Sheppard agreed to find out the details and report back.
- 8. Exclusion of the press and the public:** There were no items on the agenda that would require the exclusion of the press and public.
- 9. Approval of the minutes of Parish Council Meeting held 26<sup>th</sup> April 2016** – It was agreed by those who had been present that the minutes of the Parish Council meeting held on 26<sup>th</sup> April 2016 could be signed as a true record.
- 10. Clerk's Report** – A report from the Clerk including a list of correspondence received since the previous meeting had been circulated prior to the meeting and was noted. It was agreed that action points would be highlighted on the minutes in future.
- 11. Review of the Terms of Reference for Committees and Working Groups** – The Terms of Reference (TOR) for the Planning, Finance & General Purposes, Environment & Recreation, and Neighbourhood Plan Implementation Committees had been reviewed and were approved, subject to a minor amendment to the TOR for the Planning Committee. The TOR for the Allotment Working Group and the CCTV Management Group had also been reviewed and were approved. It was agreed that TOR should all be signed by the Chairman of the Council rather than by individual committee chairmen.

**12. Appointment of Committees, Working Groups and Representatives to Trusts and External Organisations, and responsibility for dealing with Consultations** – The following appointments to committees, working groups, trusts and external bodies were made:-

<b>Planning Committee</b>	Cllrs. Cris Allen, Chris Armitage, Mario Halsey, Chris Jago, Melanie Thew and Cathy Wickens
<b>Environment and Recreation Committee</b>	Cllrs. Cris Allen, Nick Berryman, Mario Halsey, Jean Sheppard, and Jenny Smerdon
<b>Finance &amp; General Purpose Committee</b>	Cllrs. Chris Armitage, Ben Horsfall, Chris Jago, and Melanie Thew
<b>Neighbourhood Plan Implementation Committee</b>	Cllrs. Chris Armitage, Ben Horsfall, Chris Jago, Melanie Thew, Cathy Wickens, and Mr John Lucas
<b>Allotments Working Group</b>	Cllrs. Cris Allen, Chris Jago and Jenny Smerdon
<b>Emergency Plan Coordinators</b>	Cllrs. Cris Allen and Jean Sheppard
<b>Tree Warden and Public Footpaths</b>	Cllr. Cathy Wickens
<b>Neighbourhood Watch</b>	Cllr. Jean Sheppard
<b>Sports Pavilion Management Committee</b>	Cllrs. Chris Armitage and Jenny Smerdon
<b>CCTV Management Group</b>	Cllrs. Chris Armitage and Chris Jago
<b>Newick Village Hall Management Committee</b>	Cllr. Cris Allen
<b>Lewes District Association of Local Councils</b>	Cllrs. Nick Berryman and Jenny Smerdon
<b>East Sussex Association of Local Councils</b>	Cllrs. Nick Berryman and Chris Armitage
<b>Trustees of the Lady Vernon Trust</b>	Mr C. Andrews, Mrs S. Armitage, Mr P. Cumberlege, Mrs E. Duncton, Mrs S. Hill and Cllr. Mrs Smerdon
<b>Newick Rootz</b>	Cllr. Cathy Wickens

It was agreed that Cllr. Nick Berryman would take responsibility for dealing with any consultation requests from the Environment Agency (Procedure for dealing with Consultation Requests – Appendix 1) and that all other responsibilities should remain unchanged.

- 13. Appointment of Internal Auditor** – It was agreed that the Internal Auditor, Peter Frost, should be appointed to continue in this role.
- 14. 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 2016/17 had been circulated in advance of the meeting. The dates and times of proposed meetings on the list were approved, subject to one change.
- 15. To note any action taken by the Clerk under Delegated Powers in consultation with the Chairman and/or the Vice –Chairman.** It was noted that work to re-round and line a further section of drainage pipe at king George V Playing Field had been authorised as an emergency to prevent further blockages.

**16. Planning:**

**16.1 Minutes of Planning Committee Meeting 10<sup>th</sup> May 2016** – It was agreed by those who had been present that the minutes of the Planning Committee Meeting held on 10<sup>th</sup> May 2016 could be signed as a true record.

**16.2 Applications:**

**Newick**  
LW/16/0336  
**Case Officer:**  
Mrs Sarah Sheath

**Woodgate Farms Dairy East Grinstead Road North Chailey**  
Planning Application - Removal of condition 5 with reference to planning approval LW/13/0490 to allow storage outside of the buildings for Epic Real Estates Ltd. It was agreed to make **no comment** on this planning application.

**Newick**  
LW/16/0313  
**Case Officer:**  
Mrs Alyson Smith

**2 Cricketfield**  
Planning Application - Erection of a front porch for Mr I Long & Miss C Dean. It was agreed to make **no comment** on this planning application.

**Newick**  
LW/16/0374  
**Case Officer:**  
Mrs Alyson Smith

**41 Newick Drive**  
Planning Application - Erection of part single storey and part two storey rear extension for Mr & Mrs S Talbot. It was agreed to make **no comment** on this planning application.

**16.3 55 Allington Road** – Copies of a letter received from the managing director of Village Developments Strategic Land Ltd. had been circulated prior to the meeting and copies of plans provided by the company were distributed at the meeting. A copy of the Lewes District Council pre-application advice given in 2013 had also been provided. It was agreed to reject the offer of the provision of additional land for recreational use in return for the Parish Council’s support of the proposed development as this site was not one of those selected to form part of Newick’s Neighbourhood Plan.

**16.4 Newick Hill Development** – Historical information provided by Mr Turk had been circulated in advance of the meeting in order to assist with some suggested names for the new road on the Newick Hill development. Cllr. Jago proposed that it should be named Mantell Close after Joshua Mantell (1795 – 1865, Newick doctor and founder of Newick Horticultural Society). This was unanimously agreed.

**16.5 Approvals/Refusals etc. -**

It was noted that planning application **LW/15/1014, 26 Western Road** (erection of a 5 bedroom detached house with new vehicular access to rear of existing house and erection of double garage for retained house) had been refused by Lewes District Council.

**16.6 Tree Works Applications** – There had been no tree works applications

**16.7 SANGS** – Cllr. Wickens gave a verbal report on the visit to Hook Town Council’s SANGS site and advised that there would be a number of issues for the Council to consider when deciding whether or not to take on the management of the Newick site. It was agreed that the Clerk would circulate the draft report to all members of the Parish Council – **Action Clerk**  
Cllr. Armitage reported that he had received three suggestions for the naming of the SANGS site. The Ecologist’s report was still awaited.

**16.8 Mitchelswood Planning Appeal** – It was noted that the Minister of State for Housing and Planning had confirmed that he would recover the appeal and that he had asked the Planning Inspector to inform the appeal parties accordingly.

**17. Financial Matters:**

**17.1 Authorisation of Schedule of Payments for May 2016** – It was resolved that the schedule of payments for May 2016 should be approved.

Payee	Item	Invoice Amount	Cheque Number
<b>Signed prior to meeting</b>			
Lewes District Council	Temporary Event Notices (Festival)	£42.00	201120
Viva Magazines Ltd	Advertising (Festival)	£114.00	201121

CircusSeen	Newick Festival Activity (balance)	£100.00	201122
<b>Waiting to be signed</b>			
S.E. Berry	Clerk's Salary	£687.29	Standing Order
Post Office Ltd	Tax and NI from Clerk & PC	£252.34	201123
East Sussex Pension Fund	Pension Contributions from Clerk & PC	£253.70	201124
D. Sankey Ltd.	Routine Mole Treatment - KGVPF	£100.80	201125
Lewes District Council	Monthly Play Area Inspection	£18.00	201126
Alex Harrison	Printing expenses for Newick Festival	£87.02	201127
NVHMC	Storage at Village Hall & Hall hire for Annual Parish Meeting	£286.00	201128
CHEC	Food Fair Banners	£84.00	201129
Mr J Calway	Stakes for Food Fair Banners	£18.91	201130
S.E. Berry	Reimbursement for items purchased by Clerk on behalf of Parish Council	£87.88	201131
C. Armitage	Mileage expenses	£74.92	201132
DrainBoss	Drain Clearance x 2 £235.20 Balance of invoice 2186 £297.67	£532.87	201133
Matmos	Laptop fault finding and repair	£54.00	201134
Information Commissioner	Data Protection Registration	£35.00	201135
Watson's Groundcare Services	Repair to wet pour surface in play area	£300.00	201136
DrainBoss	Re-round and line 10m drainage pipe	£1,680.00	201137
Peter Frost	Internal Audit Services	£124.60	201138
N. Berryman	Mileage expenses	£11.20	201139
Mr Alan Rae	Newick Folk - Newick Festival	£200.00	201140
Ms S Orwin	Village Handy Person	£315.00	201141
CHEC	Printing of Scarecrow Trail maps (Festival)	£100.00	201142
Mrs J Smerdon	Hedging & mulch - C/Centre Car Park £49.98 Festival expenses £56	£105.98	201143
<b>Total</b>		<b>£5,665.51</b>	

**NB** Public Works Board Loan instalment due 1st June 2016

£2,501.01

**Income in May 2016**

Barclays Bank	Interest (03/05/16)	£68.02
Food Fair Stallholders	Fees for pitch at Festival Food Fair	£250.00
Various	Donations towards Festival expenses	£335.00
Various	Entry fee for scarecrow competition	£152.00
HMRC	VAT reclaim Jan to March 2016	£1,773.88
HMRC	VAT reclaim 2015/16 - Sports Pavilion	£1,040.21
<b>Total</b>		<b>£3,619.11</b>

**17.2 Statement of Performance against budget (Outturn) as at end April 2016** – The Outturn for April 2016 had been circulated in advance of the meeting and was noted.

**17.3 Review of system of Internal Control** – A document outlining the Council's system of internal controls had been circulated in advance of the meeting. It was agreed that this should be approved and signed by the Chairman.

**17.4 To receive Internal Auditor's report** – the Internal Auditor's report dated 26<sup>th</sup> May 2016 was circulated at the meeting. It was noted that the auditor had not raised any issues for the attention of the external examiners.

- 17.5 Approval of Annual Governance Statement for Annual Return** – Copies of the Annual Governance Statement had been circulated prior to the meeting. It was resolved that questions 1 to 8 on the Annual Governance Statement (page 2 of the 2015/16 Annual Return) should be answered ‘yes’ and the Chairman was authorised to sign the statement on behalf of the Parish Council.
- 17.6 Accounting Statements 2015/16** – Copies of the Accounting Statements for 2015/16 (page 3 of Annual Return) had been circulated prior to the meeting. It was resolved to approve these Accounting Statements.
- 17.7 Consideration of applications for grants applications received** – Grant application forms had been received from Dancing for Fun and Fitness, Newick Sports Pavilion Management Committee (NSPMC) and St Mary’s Parochial Church Council.

It was resolved that the Council, in accordance with its powers under section 137 of the Local Government Act 1972, should incur the following expenditure:-

Dancing for Fun & Fitness	£200
St Mary’s Parochial Church Council	£500
<b>Total</b>	<b>£700</b>

It was agreed that no award should be made to NSPMC in view of the high level of reserves held by that organisation. The Clerk was asked to point out that the Parish Council was building up a reserve towards the repair or replacement of the pavilion and that several thousand pounds had recently been spent to improve the drainage at the pavilion.

- 17.8 Rents** – It was agreed to approve the recommendation made when setting the budget for 2016/17 that annual rents should remain the same as for 2015/16 i.e.
- |                               |   |
|-------------------------------|---|
| 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                                |
| Visiting Circus/Fun Fair etc. | £100 per visit to cover the first four days, plus an additional charge of £25 per day thereafter. |

- 17.9 Clerk’s Salary** – It was agreed that the Clerk’s salary should be increased by 1% with effect from 1<sup>st</sup> April 2016 in accordance with the National Joint Council for Local Government Services agreement.

## **18. Committee’s and Councillors’ Reports**

- 18.1 Environment and Recreation Committee** – It was agreed by those who had been present that the minutes of the Environment and Recreation Committee meeting held 10<sup>th</sup> May 2016 should be signed as a true record.
- 18.2 Newick Sports Pavilion Management Committee AGM 3<sup>rd</sup> May 2016** – The minutes of the AGM of Newick Sports Pavilion Management Committee held 3<sup>rd</sup> May 2016 were circulated at the meeting and were noted.
- 18.3 CCTV Management Committee** – The minutes of the meeting of the CCTV Management Group held 3<sup>rd</sup> May 2016 had been circulated prior to the meeting and were noted. It was agreed that the quotation from PBI Audio Visual for the replacement of three external cameras should be accepted.
- 18.4 Newick Village Hall Management Committee** – Cllr. Allen reported that he had been unable to attend the last meeting of Newick Village Hall Management Committee, therefore had nothing to report.
- 18.5 Lewes District Association of Local Councils (LDALC)** – The Chairman reported that he had attended the AGM of LDALC on 23<sup>rd</sup> May 2016 and that Cllr. Don McBeth had been re-elected as Chairman of this association.
- 18.6 Allotments** – It was reported that Lewes District Council had taken on the job of drawing up a lease for the new allotment site and that a query had been raised in connection with the existing agreement between Lewes DC and Newick PC for the Cricketfield Allotment site which was a management agreement rather than a lease. The Clerk was asked to confirm to Lewes DC that it wanted a lease to be drawn up for the new allotment site and not a management agreement. **Action Clerk**
- 18.7 Defibrillators** – Cllr. Jago reported that he had been in touch with the Friends of Newick Health Centre and that he now had copies of the instruction manuals for the defibrillators. It was agreed that Cllr. Jago would arrange an inspection visit with Mr Todd to establish what was required so that regular inspections could be incorporated into the Village Handy Person’s work schedule. **Action C. Jago**
- 18.8 Website** – Cllr. Horsfall confirmed that he had received some comments about the revised new website and that he would be feeding these back to Upper Bridge Enterprise. **Action B. Horsfall**
- 18.9 Newick Festival** – Cllr. Smerdon was congratulated on organising a very successful Newick Festival weekend. She thanked those who had assisted her and reported that a request had been made for the

Food Fair to become an annual event. It was agreed that the Fun Day should not be repeated every year, therefore, there was no need to book the playing fields for 2017. The Clerk was asked to congratulate and thank the British Legion for their organisation of the unveiling ceremony held on Friday 27<sup>th</sup> May. **Action Clerk**

**19. Consultations**

**19.1 ESCC Countryside Access Strategy** – Cllr Wickens reported on the consultation document produced by East Sussex County Council on its proposals for the future management of Rights of Way and Countryside sites. It was noted that rights of way would continue to be managed by the County Council but with a greater reliance on volunteer groups. The management of Countryside sites would be delegated to other organisations but there was no mention of the funding that would be provided for this. It was agreed that Cllr. Wickens would respond to the consultation on behalf of the Parish Council, stating the that the financial provision was not clear. **Action C. Wickens**

**20. Newsletter** – It was agreed that the following items would be included in the Summer Edition of the Parish Council newsletter:-

- Neighbourhood Watch – **Action J. Sheppard**
- Report on Newick Festival 2016 – **Action J. Smerdon**
- Speed Watch – article already supplied
- The retirement of PCSO Reed – **Action J. Sheppard**
- Parish Council Vacancy – **Action Clerk**
- Results of Scarecrow Competition – To be provided by Mrs Bryan
- Christmas Tree for The Green – **Action Clerk**

Articles to be sent to the Clerk by 17<sup>th</sup> June

**21. Items for the agenda of the next meeting** – Items for the next agenda to be sent to the Clerk by 17<sup>th</sup> June at the latest.

The meeting closed at 8.52 p.m.

Signed: .....Chairman

Date: .....

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