

Newick Parish Council

Minutes of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 26th April 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, C. Jago, M. Thew and C. Wickens.

In Attendance: Mrs S. Berry (Clerk)
One member of the public

An audio recording was made of the meeting

1. **Apologies for Absence:** Apologies had been received from Cllrs. Ross Houghton, Jean Sheppard and Jenny Smerdon.
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. Wickens disclosed an interest in agenda item 11.7 (grant application from Newick Rootz). In accordance with the Council's policy on the matter, the Chairman and Vice Chairman disclosed that they and their spouses had been invited to attend the Newick Twinning Association Dinner on 28th May 2016 as guests of the Association and asked the Council's permission for them to accept the invitation. Cllr. Thew declared an interest in this matter as President of Newick Twinning Association. It was agreed that the Chairman and Vice Chairman could go ahead and accept the invitation.
3. **Exclusion of the press and public** – There was no reason to exclude the press and public for any part of the meeting.
4. **Questions or Statements by Members of the Public**
There were no questions or statements by members of the public.
5. **PCSO Sally-Ann Reed's Monthly Report/Neighbourhood Watch Report** – PCSO Sally-Ann Reed was not present at the meeting as there were no crimes to be reported. It was noted that PCSO Reed expected to remain in post until 4th December 2016 unless she found alternative employment in the meantime.
6. **Lewes District/East Sussex County Councillor Jim Sheppard's Report** - Cllr. Jim Sheppard was not present at the meeting and had not sent a report. It was agreed that Cllr. Sheppard would be asked to give an update on the Chatterbox Room at the next meeting.
7. **Approval of the minutes of Parish Council meeting held 29th March 2016** – It was agreed by those who had been present that the minutes of the Parish Council meeting held on 29th March 2016 could be signed as a true record.
8. **Clerk's Report** – A report from the Clerk along with a list of correspondence received since the last meeting had been circulated in advance of the meeting and was noted. It was noted that the Clerk had visited the Chatterbox office with a view to renting it as a Parish Office, but had found it to be unsuitable. It was agreed to inform Lewes District Council that the Parish Council would not be interested in renting the office and to ask that the Council should be kept informed of future plans for the Chatterbox facility.
9. **Action taken by the Clerk under Delegated Powers in consultation with the Chairman and/or the Vice – Chairman.** It was reported that the Clerk, in consultation with the Chairman, had engaged a professional photographer to record the lighting of the Beacon on The Green to commemorate HM Queen's 90th birthday. It was agreed that, if required, the photographs could be made available for use by Newick Bonfire Society. It was noted that the Clerk had written to thank the Bonfire Society for providing the Beacon.
10. **Planning:**
 - 10.1 **Approval of the minutes of the Planning Committee meeting held 12th April 2016** – It was agreed by those who had been present that the minutes of the Planning Committee meeting held on 12th April 2016 could be signed as a true record.
 - 10.2 **Planning Applications** – There were no planning applications for consideration.
 - 10.3 **Approvals/Refusals etc.** – There were no approvals or refusals to be noted.

10.4 Tree works applications – It was reported that Cllr. Wickens had considered application **TW/16/0033/TCA Rear of 5 Cricketfield/16 High Street** – pruning of 2 x sycamore trees, and had raised no objection.

It was noted that permission had been granted by Lewes District Council for the following tree works:- **TW/16/0018/TPO 27 Western Road** – 1 x Oak, prune back ends to suitable growth points not exceeding 3m of branch length as part of a longer term pre-emptive crown retrenchment procedure to redress the root to shoot ratio.

10.5 Report from Neighbourhood Plan Working Group – Notes of the Neighbourhood Plan Working Group meeting held on 14th April 2016 had been circulated prior to the meeting and were noted. It was pointed out that a minor amendment needed to be made to item 7.2 of the notes. The following recommendations had been made by the Working Group:-

- It was proposed that the Working Group should become a committee, to be known as the Neighbourhood Plan Implementation Committee, and reporting direct to the Parish Council. This was agreed.
- Draft Terms of Reference for the Neighbourhood Plan Implementation Committee had been circulated prior to the meeting and it was agreed that, subject to some minor amendments, these should be approved.
- An article on the naming of the proposed SANGS site had been drafted for inclusion in the Parish Magazine. This was approved for publication subject to responses being sent to a dedicated email address. Cllr. Armitage agreed to set up and monitor the new email address.
- The Working Group had considered consultation documents from East Sussex County Council Highways on matters affecting the Newick Hill development site. The Working Group's draft response was approved.

11. Financial Matters:

11.1 To authorise Schedule of Payments for April 2016 – It was resolved to approve the schedule of payments for April 2016.

Payee	Item	Invoice Amount	Cheque Number
Waiting to be signed			
S.E. Berry	Clerk's Salary	£687.29	Standing Order
Post Office Ltd	Tax and NI from Clerk & PC	£252.34	201109
East Sussex Pension Fund	Pension Contributions from Clerk & PC	£253.70	201110
D. Sankey Ltd.	Routine Mole Treatment - KGVPF	£100.80	201111
Lewes District Council	Annual Play Area Inspection £132.00 Monthly Play Area Inspection £18.00	£150.00	201112
The Danewood Press Ltd	Printing of Newick Directory	£700.00	201113
East Sussex ALC Ltd	NALC & ESALC Subscriptions 2016/17	£691.48	201114
SSALC Ltd	Subscription to LCR Magazine	£17.00	201115
Craig Payne Photography	Photographs of lighting of beacon to commemorate Queen's 90th birthday	£50.00	201116
S.E. Berry	Reimbursement for items purchased by Clerk on behalf of Parish Council	£225.43	201117
Newick Sports Pavilion	Hire of AV equipment for meetings	£115.00	201118
Newick Sports Pavilion	Grant for Newick Rootz to cover meeting expenses * (cheque for this item was not signed until grant had been approved)	£165.00	201119
Total		£3,408.04	

Income in April 2016

Barclays Bank	Interest	£35.49
Food Fair Stallholders	Fees for pitch at Festival Food Fair	£150.00
Newick Village Society	Donation towards Festival expenses	£200.00
Cumberlege Connections	Donation towards Festival expenses	£125.00
Mr Sclater	Donation towards Festival expenses	£150.00
Mr Benson	Donation towards Newick Directory	£15.00
Mrs Tovey & Mrs Edelstone	Wayleave rent 36 The Rough & 6 Vernons Rd	£10.00
Lewes District Council	Precept & Grant for 2016/17	£27,300.00
John Lawson's Circus Ltd	Payment for use of Green May 2016	£100.00
UK Power Networks	Wayleave rent	£116.85
Total		£28,202.34

11.2 It was noted that the Standing Order for the Clerk's salary from 1st April 2016, revised to take account of changes to National Insurance contributions, had been signed by two signatories and sent to the bank.

11.3 To note Statement of Performance against budget for year end 2015/16 – The statement of performance against budget for the year end had been circulated prior to the meeting and was noted. It was agreed that the recommendations made by the Finance & General Purposes Committee for distribution of surplus to reserves (£7501 to Maintenance reserve, £3000 to Sports Pavilion reserve and £3775 to General reserve) should be approved.

11.4 To note receipt of precept for 2016/17 – It was noted that the first half of the precept and grant for 2016/17 had been received from Lewes District Council.

11.5 Finance and General Purposes Committee (F&GP)– It was agreed by those who had been present that the minutes of the F&GP Committee meeting held on 12th April 2016 could be signed as a true record. The following recommendations had been made by F&GP:-

- The £2000 reserve for High Street Parking should be transferred to General Reserve if it had not been spent by the end of the 2016/17 financial year. This was agreed.
- Item 4.1 of the Clerk's Job Description should be amended to reflect the fact that the Village Handy Person was a contractor and not a member of staff. This was agreed.
- It was agreed to approve the reviewed and amended Freedom of Information Policy and Freedom of Information Scheme.
- It was agreed to approve the updated and amended CCTV Code of Practice
- It was agreed that no amendment should be made to the Playing Fields Conditions of Hire document.
- F&GP had proposed that Standing Order 19d should be amended to read 'Should a member of staff have a grievance or it is thought necessary to take disciplinary action, the procedures set out in Legal Topic Note LTN 22 of the National Association of Local Councils (as amended from time to time) will be followed including the process for appeal where applicable', and that Standing Order 19e should be deleted. These changes to the Standing Orders were agreed.
- It was agreed that, in view of the above changes to Standing Orders covering the appeal procedure, the Protocol for Hearings by the Appeals Committee document should be withdrawn.

Cllr. Jago reported that, as requested by F&GP, he had looked into the inspection, maintenance and insurance of the three defibrillators provided by the Friends of Newick Health Centre. Following Cllr. Jago's recommendation, it was agreed that the Parish Council should take on this responsibility on behalf of the community. It was noted that the Parish Council's insurance policy would cover any public liability issues and that the equipment could be covered for loss or damage, subject to the being included on the Council's asset register and an adequate inspection and maintenance programme being put in place.

11.6 To note requirement for members of the Council to inform the Clerk of any Contingent Liabilities of which they are aware – It was noted that Members must inform the Clerk of any contingent liabilities of which they were aware prior to completion of the Annual Return. It was confirmed that no members present were aware of any contingent liabilities.

11.7 Consideration of grant application from Newick Rootz – A grant application for £165 had been received from Newick Rootz to cover the cost of hiring the Sports Pavilion and audio visual equipment for the group's monthly meetings. This was approved and cheque 201119 listed above was signed. (Grant awarded under S.137 Local Government Act 1972)

12. Committees' and Councillors' Reports:

12.1 Environment and Recreation Committee – There had been no meeting of the Environment and Recreation Committee in April. Copies of the draft minutes of the Strengthening Local Relationships (SLR) meeting with East Sussex County Council Highways held on 6th April 2016 had been circulated in advance and were noted.

12.2 Tree Warden – There was nothing to report.

12.3 Newick Rootz – The notes from the meeting of Newick Rootz held on 7th April 2016 had been circulated in advance of the meeting and were noted. It was noted that a number of Rootz members would like to go on a first aid course and that they would be prepared to pay for this individually. It was agreed that the Clerk would send out an email to other clubs and societies to find out whether there were others who might like to join in with this, thereby reducing the cost per head.

12.4 Newick Village Hall Management Committee (NVHMC) – There was nothing to report.

12.5 Website – It was noted that Cllr. Horsfall was collating comments received from Councillors on the first draft of the new website and would feed back to Upper Bridge Enterprises.

12.6 Newick Festival – It was reported that since the last meeting several donations towards Festival expenses had been received. It was also reported that Cllr. Smerdon had secured ten advertising boards from Mansell McTaggart, the locations of which had yet to be agreed. It was agreed that the Festival Organising Committee should decide on the locations for these boards. It was agreed that councillors would assist with the hand delivery of flyers to promote the Festival and Food Fair.

13. Consultations

13.1 Electoral Review of East Sussex County and Districts - Cllr. Horsfall reported that he had studied the consultation documentation which detailed proposed changes to the East Sussex County Council and Lewes District Council representation areas. He recommended that, as the changes were unlikely to affect Newick greatly, the Parish Council should make no comment. This was agreed.

13.2 Proposal to put low voltage power lines at Sheffield Park underground – Cllr. Jago reported that he had studied the plans in connection with this proposal. It was noted that the cables would be run alongside existing highway routes. It was agreed to support the proposal on the understanding that no existing footpaths or rights of way would be affected.

14. Update on new Allotments – Cllr. Jago reported that the Allotment Working Group was working on a draft lease for the proposed new site and that this would need to be handled by a lawyer in order to protect both the Parish Council and the landowners. It was agreed that a solicitor should be engaged to carry out this work at an estimated cost of £500. It was noted that the Parish Council's insurance policy would cover the Council's liability at the site but that individual allotment holders would need to carry their own insurance or be part of a group policy held by the Allotment Society.

15. 'A' Boards on The Green – It was reported that a complaint had been received about the 'A' Board belonging to the Cottage Bakery as it had been placed close to the site of the new Centenary Stone. It was noted that, since the complaint had been made, the sign had been relocated to the other side of the tarmac footpath. It was agreed that no action was required and that the situation would be monitored.

It had also been noted that temporary advertising Boards were being put up by the Pizza Van and the Fish and Chip Van, neither of which had permission from the Council to display boards on The Green. It was agreed that the Clerk would write to both companies to advise them of the Council's policy regarding 'A' Boards on the Green.

16. Mid Downs Medical Practice Application to dispense from South Chailey Surgery – It was noted that the NHS Litigation Authority had provided the Parish Council with a copy of the Appeals Committee decision refusing the application made by Mid Downs Medical Practice for outline consent and premises approval.

17. Items for the next agenda – It was agreed that enquiries would be made with Lewes District Council as to what control, if any, is in place for the various vans selling food on The Green and that the findings would be reported at the next meeting.

The meeting closed at 8.14 p.m.

Signed:.....
Chairman

Date:.....

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