

Newick Parish Council

Minutes of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 28th June 2016 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick.

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

In Attendance: Mrs S. Berry (Clerk)
PCSO Sally-Ann Reed (for part of the meeting)

An audio recording was made of the meeting

- 1. Apologies for Absence:-** Apologies had been received from Cllrs. C. Armitage, J. Sheppard and M. Thew.
- 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:** - Cllrs. M. Halsey and B. Horsfall declared an interest in agenda items 11.4 and 13.1 as members of the committee of Newick Bonfire Society. It was noted that the interest was not prejudicial under the terms of the Code of Conduct.
- 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 members of the public present at the meeting.
- 5. PCSO Sally-Ann Reed's Monthly Report/Neighbourhood Watch Report** – It was agreed that the PCSO's report should be deferred until PCSO arrived at the meeting. Cllr. Jean Sheppard's Neighbourhood Watch report had been circulated prior to the meeting and was noted.
- 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 whether or not he wished his report to remain as a standing item on the agenda. **Action Clerk.**
- 7. Approval of the minutes of Annual Meeting of the Parish Council held 31st May 2016** – It was agreed by those who had been present that the minutes of the Annual meeting of the Parish Council held on 31st May 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 obtained a Certificate in Local Council Administration (CiLCA) and that this would enable the Council to adopt the General Power of Competence and to work towards either the Quality or Quality Gold levels of the Local Council Award Scheme. It was agreed that the Finance and General Purposes Committee would look in more detail at the Award Scheme and make a recommendation to the Council as to whether or not to work towards obtaining an award. **Action F&GP**

PCSO Sally-Ann Reed joined the meeting at 7.07 p.m.

It was noted that there had been a particularly high level of correspondence with two members of the public and discussion followed as to the procedure to be followed in handling this correspondence. The Clerk clarified the position with regards to Freedom of Information requests. Cllr. Wickens expressed disappointment at an email received from a member of the public regarding the maintenance of one of the public rights of way.

5. PCSO Sally-Ann Reed's Monthly Report – PCSO Sally-Ann Reed's written report was circulated at the meeting and was noted. PCSO Reed advised the Council that this would be the last time that she would be attending a meeting as she would be starting a new job the following week. She thanked the Council for its support over the past eight years and in particular the last six months which had been a very stressful time for her and her family. It was noted that the new contract for Police Community Support Officers would start from 4th July and that there would be seven PCSOs based at Lewes Police Station with four on duty at any one time covering Lewes District. It was expected that the numbers would increase to twelve by the end of the year. Patrols would be concentrated where needed and there would no longer be a dedicated PCSO for

Newick. Future contact should be via a generic email address available on the Sussex Police website. The Chairman presented PCSO Reed with a card and flowers from Councillors as a token of their appreciation for what she had done for the community during her time as Newick's PSCO.

PCSO Reed left the meeting at 7.20 p.m.

- 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, was in the process of obtaining information about the road traffic accident on 23rd June which had resulted in serious damage to the bus shelter at The Point. The insurance company had been informed and a claim would be submitted once the necessary quotations had been received.

10. Planning:

10.1 Planning Applications – There were no planning applications for consideration.

10.2 Approvals/Refusals etc. – It was noted that Lewes District Council had granted permission for the following application:-

LW/16/0138 – 16 Allington Road – Planning application for addition of second storey to existing building, remodel ground floor and recladding of exterior.

10.3 Tree works applications – It was reported that Cllr. Wickens had considered the following tree works applications and sent comments to Lewes District Council:-

TW/16/0052/TCA Springfield – 1x Ash – fell (no comment).

TW/16/0057/TPO 23 Newlands Park Way - 2x Oak (T22 and T24 of the Order) – Crown reduction 30% and removal of epicormics growth to trunk and limbs to reduce excessive shading and give more light to garden. 1 x Oak (T23 of the Order) to remove this tree as it is dying back, the roots are raised well out of the ground and the tree has no aesthetic value.(objection).

TW/16/0062/TPO Hunters End, The Ridings 1x Ash (T15 of the Order - at Point House) – reduce to ground level to reduce shading to property. 1 x Oak (T14 of the Order – at Point Cottage) – shorten branches on southern side by up to 1.5m to suitable growth points but not affecting upper crown. To reduce shading. (objection).

TW/16/0068/TCA 24 High Street 1 x Yew - Reduce by 6 to 10 feet out of top, reduce foliage and branches back to the trunk. (supported).

Tree Preservation Order (No. 3) 2016 – ‘Wet Wood’, Sheffield Park Business Park, Railway Lane –

It was noted that a provisional Tree Preservation Order had been made on trees in the above area designated as Ancient Woodland. Cllr. Wickens advised that she had considered the matter in the light of Neighbourhood Plan Policies EN1, EN2, LE1 and LE2 and recommended that the Parish Council should not raise any objection to the confirmation of the Tree Preservation Order. This was unanimously agreed.

10.4 Approval of minutes of Neighbourhood Plan Implementation Committee meeting held 21st June 2016 – It was agreed by those who had been present that the minutes of the Neighbourhood Plan Implementation Committee held on 21st June 2016 could be signed as a true record, subject to some of the actions being reallocated from the Clerk to members of the committee. It was agreed to monitor the staff time required by this committee and to make arrangements for additional clerical support if it proved to be necessary.

11. Financial Matters:

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

Payee	Item	Invoice Amount	Cheque Number
Paid prior to meeting			
Public Works Loan Board	Loan repayment	£2,501.01	Direct Debit
Waiting to be signed			
S.E. Berry	Clerk's Salary	£687.29	Standing Order
S.E. Berry	Back pay for April, & May (NJC pay award)	£18.16	201144

Post Office Ltd	Tax and NI from Clerk & PC	£265.11	201145
East Sussex Pension Fund	Pension Contributions from Clerk & PC	£261.30	201146
Lewes District Council	Monthly Play Area Inspection	£18.00	201147
Alex Harrison	Facebook Advertising for Festival Food Fair & Newick Festival website fee	£44.51	201148
Mrs A Coghlin	Materials - Festival	£44.80	201149
St John Ambulance	First Aid Cover - Festival	£132.48	201150
Getmapping Plc	Subscription to Parish Online	£50.40	201151
S.E. Berry	Reimbursement for items purchased by Clerk on behalf of Parish Council	£59.36	201152
Newick Sports Pavilion	Reclaimed VAT	£1,040.20	201153
Newick PCC	Grants:- upkeep of churchyard £500 & Dancing for Fun & Fitness £200	£700.00	201154
Newick CE Primary School	Donation for loan of gazebos & maypole	£50.00	201155
1st Newick Scout Group	Donation for loan of marquees (festival)	£100.00	201156
Fuss3 Solutions Ltd	Printer toner	£284.28	201157
Office Depot	Stationery	£41.04	201158
Barcombe Landscapes	Grounds maintenance - £2367.02 Mowing of highway verges - £999.65	£3,366.67	201159
Ms S Orwin	Village Handy Person	£140.00	201160
Mrs L Farmer	Locum Clerk Services	£131.66	201161
Total		£9,936.27	

Income in June 2016

Barclays Bank	Interest	£63.60
Mrs Teare	Festival donation	£10.00
Newick Cricket Club	Rent for cricket pitch 2016 season	£230.00
Total		£303.60

11.2 To note Statement of Performance against budget as at end May 2016 – The statement of performance against budget for May 2016 had been circulated prior to the meeting and was noted. It was noted that expenditure against the maintenance budget was high because of the additional drainage work at the Sports Pavilion.

11.3 To approve increase of Clerk's salary to Spinal Column Point 27 of NJC Salary Scale – It was agreed that the Clerk's Salary should be increased to Spinal Column Point 27 with effect from 1st July 2016 in recognition of the fact that she had obtained the CiLCA qualification and in accordance with a commitment made by the Council in October 2014. It was agreed that a new Standing Order instruction should be signed and sent to the bank.

11.4 Portable Toilets for Newick Bonfire Celebrations – It was agreed that the Parish Council would pay the cost (£340 + VAT) of providing portable toilets for Newick Bonfire Celebrations in October 2016.

11.5 Insurance of Centenary Stone – A quotation had been obtained from the Parish Council's insurers for adding the Centenary Stone which had been erected on The Green by the Royal British Legion to the policy. It was agreed that the Centenary Stone should be added to the Parish Council's Asset Register and the additional premium should be paid to include it on the Council's insurance policy.

11.6 Report on Festival Finances – A spreadsheet detailing the income and expenditure for Newick Festival 2016 had been circulated prior to the meeting. It was noted that there was an overall surplus of approximately £460 after expenses had been covered. Cllr. Smerdon recommended that as the surplus was the result of donations received from local residents and businesses, it should be donated to charity

rather than allowed to remain as Parish Council funds. Following discussion, it was agreed to defer making a decision on this proposal until the next meeting.

12. Committees' and Councillors' Reports:

12.1 Environment and Recreation Committee – There had been no meeting of the Environment and Recreation Committee.

12.2 Tree Warden – It was noted that complaints had been received from two residents in Oldaker Road about the height of the oak trees growing on the verge in front of numbers 6 to 16 Oldaker Road. This had been passed to the ESCC Highway Steward who had confirmed that no action would be taken as there were no highway issues and it was not ESCC policy to cut back trees to prevent them blocking out light. The Clerk confirmed that the people who had complained had been advised of this.

12.3 Newick Rootz – It was reported that Rootz volunteers had cleared 1.5 km of footpaths on their last work day.

12.4 Newick Village Hall Management Committee (NVHMC) – Cllr. Allen reported that the Village Hall Management Committee had resolved to terminate the contract for the disabled exit as the contractor had not completed the work. It was also reported that a new trustee from the Horticultural Society had joined the committee.

12.5 Website – It was noted that Cllr. Horsfall was continuing to feedback comments received from Councillors on the new website to Upper Bridge Enterprises. It was agreed not to put photographs of individual councillors on the website.

13. Consultations

13.1 Lewes District Council Street Closure for Newick Bonfire Celebrations – It was agreed to support the application for street closures on 29th October 2016 for Newick Bonfire Celebrations.

14. Update on new Allotments – It was reported that, following comments from the Allotment Working Group, Lewes District Council Legal Services had sent a second draft lease for comment. Cllr. Jago agreed to check through this and make comments to be fed back to Lewes DC. **Action Cllr. Jago**

It was noted that Cllr. Smerdon was keeping the landowners informed of progress with the lease and that she and Cllr. Jago would go through the draft with them once the Working Group was satisfied with the document.

15. General Power of Competence – It was resolved that the Parish Council had met the eligibility criteria to adopt the General Power of Competence as specified in the Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012 and would, therefore, adopt the General Power of Competence.

16. Parish Council Vacancy – It was noted that Abi Blanshard, Lewes District Council Electoral Services Manager, had confirmed that she had not received written requests from ten parishioners to hold an election in order to fill the Councillor vacancy, therefore, the vacancy could be filled by co-option. A timetable for the co-option process had been circulated prior to the meeting and it was agreed to proceed in accordance with this timetable. It was agreed that a formal application form would not be necessary but potential candidates would be asked to provide written information as detailed in the report prepared by the Clerk. Candidates would also be asked to attend the Parish Council meeting on 30th August and speak about the skills and expertise they could bring to the Council. It was noted that if none of the candidates were considered to be suitable the Council did not have to co-opt.

17. Request from Newick Pre-School to erect gazebos in front of Sports Pavilion – A request had been received from Newick Pre-School for permission to erect gazebos on King George V Playing Field on the afternoon of 15th July 2016 when they would be holding their 'Graduation Tea Party'. This was agreed subject to the necessary risk assessment and insurance paperwork being supplied.

18. Items for the next agenda: – Update on School Crossing Patrol
Defibrillators

The meeting closed at 8.24 p.m.

Signed:.....
Chairman

Date:.....

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