

Newick Parish Council

Minutes of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 29th March 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, J Sheppard, J. Smerdon, M. Thew and C. Wickens.

In Attendance: Mrs S. Berry (Clerk)

An audio recording was made of the meeting

1. **Apologies for Absence:** Apologies had been received from Cllr. Ross Houghton.
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. Smerdon disclosed an interest as trustee of Newick Community Centre in agenda item 9 (Clerk's report – proposed Parish Office). Cllr. Horsfall and Cllr. Halsey disclosed an interest in agenda item 17 (request from Newick Bonfire Society for permission to use The Green).
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. **Planning:**
 - 5.1 **Planning Applications** – There were no planning applications for consideration.
 - 5.2 **Approvals/Refusals etc.** – It was noted that the following applications had been **approved** by Lewes District Council:-

LW/15/0993 Hazel Wood, Jackies Lane – Change of use of part of site from forestry to leisure as a campsite, with yurts (pre-erected) or tents up to a maximum of nine pitches from April 1 to September 30 and a maximum of two pitches during October, November, December and March, and change of use of existing workshop to workshop/customer service area.
LW/16/0019 36A Allington Road – Planning application for erection of a single storey extension to the front elevation.
LW/16/0043 Barn End, 34 Allington Road – Planning application for porch extension
LW/16/0058 Land Adjacent to and opposite Oakside, Goldbridge Road – Advertisement consent application for retention of a double sided panel sign and a proposed single sided panel sign with matching design/lettering.
LW/16/0062 Sheffield Park Business Estate, East Grinstead Road, North Chailey – Planning application for erection of new industrial building comprising 3 flexible Class B1/B2/B8 units and re-cladding of units 13-15

It was noted that application **LW/15/0963 Land at 38A Western Road** – planning application for erection of two detached dwellings and one twin garage – had been refused by Lewes District Council.

It was reported that a request had been made by Ross & Co, Chartered Surveyors to consult with the Parish Council on its proposals for an amended development scheme at **land adjacent to 81 Western Road**. This request had been refused by the Chairman of the Planning Committee.
 - 5.3 **Tree works applications** – It was reported that Cllr. Wickens had considered application **TW/16/0018/TPO 27 Western Road** - 1x Oak (T4 of the Order) - reduce crown by shortening branches by up to 3m to growth points, and had raised no objection.
 - 5.4 **Report on training from Lewes District Council Planning Admin Staff 11/03/16** – A written report on the meeting at Lewes District Council (LDC) on 11th March 2016 attended by Cllr. Armitage and the Clerk had been circulated prior to the meeting and was noted. The Clerk agreed to circulate a basic guide as to how to access planning applications on the LDC website

5.5 Report from Neighbourhood Plan Working Group – Cllr. Armitage gave an update on the position regarding the Mitchelswood Farm appeal, highlighting in particular the fact that a request had been made by Maria Caulfield MP for the application to be ‘recovered’ by the Secretary of State on the basis that it was an application that sought to undermine Newick’s Neighbourhood Plan. Maria Caulfield had also asked a question of the Minister for Housing and Planning who had replied that whilst he could not comment on a particular case, the national planning policy framework made it clear that where a planning application conflicts with a neighbourhood plan that has been brought into force, planning permission should not normally be granted (Hansard 21/03/16 column 1226 T2. [904191]).

Cllr. Thew gave an update on the process that was being followed by Thakeham Homes for the site that it had recently acquired to be approved as SANGS (suitable alternative natural green space). It was anticipated that the site would be available for public use in early to mid 2017. The options for future ownership and management of the site and the levies that would have to be paid by developers of new housing were outlined. It was noted that Thakeham Homes had indicated that it would be happy for the Parish Council and/or local residents to select a name for the site. Cllr. Wickens gave details of research that she had carried out into an existing SANGS site owned and managed by Hook Parish Council in Hampshire.

It was noted that the Examiner of the Lewes District Council Core Strategy had recommended it for adoption, however, it was possible that a legal challenge could still be made.

The Working Group advised that further work was required and recommended that the Working Group’s Terms of Reference should be widened and further members recruited to assist with this work.

6. PCSO Sally-Ann Reed’s Monthly Report/Neighbourhood Watch Report

PCSO Reed had sent her apologies that she was unable to attend the meeting, her written report was circulated and noted. There was nothing to report from the Neighbourhood Watch Coordinator.

7. Lewes District/East Sussex County Councillor Jim Sheppard’s Report - Cllr. Jim Sheppard had sent his apologies that he was unable to attend the meeting.

8. Approval of the minutes of Parish Council meeting held 23rd February 2016 – It was agreed by those who had been present that the minutes of the Parish Council meeting held on 23rd February 2016 could be signed as a true record.

9. 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 District and County Councillor Jim Sheppard had been trying to obtain assurances from LDC and ESCC about the future of the Chatterbox Room in Allington Road, but the position was still uncertain. The Clerk was asked to produce further information on the proposal to set up a Parish Office at the Community Centre thereby enabling a decision to be made at a future meeting. It was noted that Newick Bonfire Society no longer wished to provide a Christmas Tree for The Green, it was agreed that this matter would be taken up by the Environment Committee.

10. Action taken by the Clerk under Delegated Powers in consultation with the Chairman and/or the Vice – Chairman. There was nothing to report.

11. Financial Matters:

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

Payee	Item	Invoice Amount	Cheque Number
Signed prior to meeting			
Upper Bridge Enterprises	Setting up of new website (first 50%)	£180.00	201092
Waiting to be signed			
S.E. Berry	Clerk’s Salary	£693.44	201093
Post Office Ltd	Tax and NI from Clerk & PC	£229.89	201094
East Sussex Pension Fund	Pension Contributions from Clerk & PC	£248.93	201095

D. Sankey Ltd.	Routine Mole Treatment - KGVPF	£100.80	201096
Lewes District Council	Monthly Play Area Inspection £18.00 Litter bin emptying £128.70 Dog bin emptying £177.84	£324.54	201097
Acorn Technology Services	Website administration Nov - April	£120.00	201098
Cancelled	Spoilt cheque	£0.00	201099
CHEC	Design of Logo Food Festival)/Printing of Scarecrow posters & flyers £138.52 Printing of Spring newsletters £232 Agendas for Annual Parish Meeting £40	£410.52	201100
Fuss3 Solutions Ltd	Printer toner & replacement belt unit	£165.11	201101
S.E. Berry	Reimbursement for items purchased by Clerk on behalf of Parish Council	£60.20	201102
Lindsey Baker Fencing	Various repair works - detailed on invoice	£1,010.00	201103
C.P. Griffiths	Repair of Community Centre wall	£180.00	201104
C.Goddard	Delivery of Spring Newsletter & Directory	£120.00	201105
S. Orwin	Village Maintenance	£100.00	201106
J. Smerdon	Hedging whips for Community Centre Car Park	£45.94	201107
St Mary's PCC	Grant for St Mary's Lunch Club (<i>payment agreed agenda item 11.4</i>)	£200.00	201108
Total		£4,189.37	

Income in March 2016

Barclays Bank	Interest (01/03/16)	£37.63
Various local businesses	Donations towards Newick Directory	£135.00
Newick Post Office	Sale of village history books	£45.00
Food Fair Stallholders	Fee for pitch at Festival Food Fair	£100.00
Newick Allotment Society	Rental for Cricketfield allotment	£100.00
Total		£417.63

11.2 To note Statement of Performance against budget (Outturn) as at end February 2016 – The outturn for February 2016 had been circulated in advance and was noted.

11.3 Review of Standing Orders and Financial Regulations – The Council's Standing Orders and Financial Regulations had been reviewed and updated where necessary, draft copies had been circulated prior to the meeting. It was resolved that the updated versions of both the Standing Orders and Financial Regulations should be adopted.

11.4 To consider grant application from St Mary's Lunch Club – An application for a grant for £200 had been received from the newly formed St Mary's Lunch Club towards its set up costs. It was resolved 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. It was agreed that the cheque for £200 could be signed and the payment reported on the paymentschedule above.

11.5 Members of the Council to note Internal Audit Plan and identify any other issues they would like to be included – A copy of the Internal Auditor's Audit Plan detailing his proposed review of book-keeping and review of risk had been circulated prior to the meeting. Councillors were asked to identify any other issues that they would like to be included. No further items were identified.

11.6 Approval of draft Audit Schedule – The Council's draft Audit Schedule for the 2015/16 audit, updated in accordance with new regulations, had been circulated prior to the meeting and was approved

12. Committees' and Councillors' Reports:

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

12.2 Tree Warden – There was nothing to report.

12.3 Newick Rootz – The notes from the meeting of Newick Rootz held on 9th March 2016 were not yet available. Cllr. Wickens reported that Rootz would be applying to the Parish Council for a grant to cover the costs of hiring the Sports Pavilion and AV equipment for its meetings.

12.4 Newick Village Hall Management Committee (NVHMC) – It was reported that Cllr. Allen and Cllr. Berryman attended the AGM of NVHMC on 23rd March 2016 and that the Annual Accounts and Trustees' Report had been approved and signed at that meeting. The Clerk was asked to obtain copies for the Parish Council's records.

12.5 Website – Cllr. Horsfall reported that he had made initial contact with Roger Withnell of Upper Bridge Enterprises and had sent a site map for Roger to start working on.

12.6 Newick Festival – Notes of the Newick Festival meeting held on 9th March 2016 had been circulated prior to the meeting. Cllr. Smerdon advised that Festival expenses may work out to more than the £500 that had been budgeted for. It was pointed out that the Chairman of the Council had delegated authority to approve expenditure up to £500 (Financial Regulations paragraph 12). It was reported that the Festival website was up and running and new information was being added as and when available.

12.7 Lewes District Association of Local Councils – Cllr. Berryman's report of the LDALC meeting held on 21st March 2016 had been circulated by email in advance of the meeting and was noted. It was agreed that the agenda for future meetings would be circulated and any councillors who were interested could attend.

13. Consultations

13.1 ESCC Libraries Transformation Programme - Cllr. Jago reported that he had studied the consultation documentation which detailed proposed new opening hours for libraries. He recommended that the Parish Council should make no comment. This was agreed.

13.2 Draft Local Flood Risk Management Strategy – It was noted that Cllr. Houghton had been asked to look at this consultation and it was hoped that he would be able to do so when he returned from his holiday.

14. School Crossing Patrol – Cllr. Smerdon reported that ten volunteers had come forward to help with the School Crossing Patrol and that, once the necessary Disclosure and Barring Service (DBS) process had been completed, the training would take place. Insurance would be provided by the School and training and equipment would be supplied by East Sussex County Council.

15. Update on Newick Post Office – Cllr. Sheppard reported that the gentleman who had considered taking on the Post Office as a business had decided that it would not be viable on the contract that was being offered. Cllr. Wickens highlighted that Newick might lose its status as a 'Rural Services Hub' if it no longer had a Post Office.

16. Flags – It was agreed that the following flags should be flown on flagpoles on The Green during 2016:-

23rd April – England Flag on main flag pole to commemorate St George's Day

16th to 30th May – Newick Festival Flags on seasonal flag poles

27th May – Parish Council flag on John Goodwin memorial flag pole to be replaced by Union Flag for the unveiling of the RBL Memorial Stone

30th May to September – Sussex Flag, England, Scotland, Wales, Northern Ireland and French flags on seasonal flag poles.

Expenditure of approximately £109 + VAT was agreed for the purchase of new flags.

- 17. Requests for permission to use The Green** – It was agreed that permission should be given to Newick Bonfire Society to use The Green for its Bonfire Celebrations on 29th October 2016, subject to the usual conditions relating to risk assessment and insurance. It was agreed that permission should be given for banners advertising the Newick Festival Food Fair to be placed on The Green.
- 18. HM Queen’s Birthday Celebrations** – It was reported that the Clerk had been in contact with Newick Bonfire Society about the arrangements for lighting a beacon on The Green to commemorate HM Queen’s 90th birthday and that this would go ahead. The Clerk was liaising with the Bonfire Society to ensure that a risk assessment and safety precautions would be in place. It was agreed that the event would need to be advertised locally and the following suggestions were made:- local press release, posters on notice boards, leaflet drop at the school, email to clubs and societies, Newick Bonfire Society Facebook Page, Parish website, and Uckfield FM. A request was made for a notice or banner on The Green on the day of the event to inform passers-by of what was happening. Graham Collier would be asked to take photographs of the event.
- 19. Annual Parish Meeting 13th April 2016** – The Chairman reminded councillors that the Annual Parish Meeting would take place at Newick Village Hall on 13th April and asked as many as possible to attend and stay afterwards to engage with parishioners. Expenditure of up to £110 was approved for the purchase of refreshments to be served after the meeting.
- 20. Update on new Allotments** – Cllr. Smerdon reported that members of Newick Allotment Society had visited the proposed new allotment site and were keen to take it on. Work was ongoing to produce a suitable agreement, the Clerk was asked to make enquiries with other parish councils and try to obtain a pro forma document.

The meeting closed at 8.55 p.m.

Signed: Mr N. Berryman

Chairman

Date: 26th April 2016