

## Newick Parish Council

**Minutes** of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 30<sup>th</sup> August 2016 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick.

**Present:** Councillors C. Armitage, N. Berryman, M. Halsey, B. Horsfall, C. Jago, J. Sheppard, M. Thew and C. Wickens.

**In Attendance:** Mrs S. Berry (Clerk)  
Lewes District and East Sussex County Councillor, Jim Sheppard  
Five members of the public, including candidates for co-option, Mr. R. Allum and Mr. A. Thomas.

An audio recording was made of the meeting

- 1. Apologies for Absence:-** Apologies had been received from Cllr. J. Smerdon and it was later found that Cllr. Allen had sent apologies by email which had not been picked up by the Clerk prior to the start of the meeting.
- 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 declared a personal interest in agenda item 10.2 (planning application LW/16/0637) as a friend of the owner of a property adjacent to the proposed development site.
- 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**  
Mr Wickens spoke in respect of agenda item 12.1 (consideration of proposal to set up work party to clear pond site on Manwaring Robertson field). He gave some background to this matter, stating that he had carried out a survey of the site nine or ten years previously. He requested that Newick Rootz should be offered the chance to take on the clearance project should the Council decide to proceed with it.

Mr Main spoke in connection with agenda item 10.2 (LW/16/0592) and made some comments in order to assist the Council with its decision. He advised that his intention was to bring the proposed extension out no further than the line of the garage at the front of his property which would still leave adequate parking space on the drive. He also stated that a pitched roof was proposed because the floor level and ceiling levels in the garage would need to be raised, which would otherwise lead to two flat roofs of differing heights at the front of the building.

- 5. Lewes District/East Sussex County Councillor Jim Sheppard's Report on matters affecting Newick-**  
Cllr. Jim Sheppard referred to planning application LW/16/0637 in Banks Road, North Chailey. He stated that he had received a number of objections to this application and that he felt that, because it was outside the planning boundary and had a requirement for Suitable Alternative Natural Greenspace (SANG) it would be unlikely to get planning permission. He reported that the pavements along the southern side of the A272 to the east of the village were very overgrown and becoming impassable in places. This was under consideration by ESCC Highways but would probably be low on the County Council's priority list. Cllr. Sheppard reported that he was also following up on various matters brought to his attention by individual residents.

*Two members of the public left the meeting at 7.10 p.m.*

- 6. Consideration of applications for position of Parish Councillor and co-option of the applicant considered to be the most suitable.** Written applications had been received from Mr Rich Allum and Mr Alf Thomas, these had been circulated prior to the meeting. The Chairman thanked Mr Allum and Mr Thomas for volunteering to be co-opted to the Parish Council and outlined the process to be followed. Five members of the Parish Council present at the meeting indicated that they wished the voting to be by way of a signed ballot. Mr Allum and Mr Thomas were given the opportunity speak but neither candidate wished to add anything to their written applications. Cllr. Horsfall asked Mr Allum about the likely impact of him being on call on his ability to attend meetings. Mr Allum stated that there was a possibility that he might be called out and that if this happened he would have to respond immediately. Ballot slips were completed and signed by members of the Parish Council. Votes cast were as follows:- Mr Allum 8 votes, Mr Thomas 0 votes. It was announced that Mr Allum would be co-opted as a member of the Parish Council. Mr Allum signed a

Declaration of Acceptance of Office in the presence of the Clerk and he was invited to sit at the meeting table for the remainder of the meeting.

7. **Approval of the minutes of the Parish Council meeting held 26<sup>th</sup> July 2016** – It was agreed by those who had been present that the minutes of the Parish Council meeting held on 26<sup>th</sup> July 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. The Clerk gave an update on the replacement of the damaged bus shelter at The Point, a Christmas tree for The Green, the inspection of the oak tree at Powell Road and the Performing Rights Society consultation. It was reported that Shayler Showtime Amusements had contacted to say that they would not be able to come to Newick on the previously agreed dates (6<sup>th</sup> to 12<sup>th</sup> September) and asked to come from 7<sup>th</sup> to 9<sup>th</sup> October instead. After discussion it was agreed to refuse permission for these dates as it would not give sufficient notice to residents of The Green (6 voted to refuse permission and 2 voted to grant permission). It was agreed that the Finance & General Purposes committee should consider amending the policy for use of The Green to clarify the amount of notice required for the changing of dates in the future. **Action F&GP**

It was noted that the Village Handy Person had been off sick for a prolonged period and that another person had taken on some of the heavier duties on a temporary basis. It was agreed to speak to the Handy Person to check on how she felt about continuing with her duties in the future. **Action Clerk and Chairman**

A letter from Maria Caulfield MP regarding a proposal by EE to carry out an assessment of the area to check its suitability for improved mobile phone signal had been circulated prior to the meeting. It was agreed that EE should be asked to carry out an assessment. Cllr. Horsfall volunteered to oversee the project. **Action Clerk & Cllr. Horsfall**

Emails from a resident of The Green complaining about Shayler's Fun Fair and asking the Council to reconsider whether or not to allow the Fun Fair to continue coming to Newick had been circulated prior to the meeting. It was agreed that the Clerk should respond to the resident pointing out that the Council's policy was still to allow events including the Fun Fair and the Circus to take place on The Green but that residents should be given as much notice as possible of the agreed dates and, should there be any reason for complaint while the event is taking place, the complaint should be made at the time in order to allow the Council to take action where necessary. **Action Clerk**

9. **Action taken by the Clerk under Delegated Powers in consultation with the Chairman and/or the Vice – Chairman.** It was reported that a pest control company had been engaged to deal with wasps reported to be in the hedge to the rear of the Children's Play Area.

10. **Planning:**

- 10.1 **Approval of minutes of Planning Committee meeting held 9<sup>th</sup> August 2016** – It was agreed by those who had been present that the minutes of the Planning Committee meeting held 9<sup>th</sup> August 2016 could be signed as a true record.

10.2 **Planning Applications**

**Chailey**

LW/16/0637

**Case Officer:**

Mr Christopher Wright

**Buckles Wood Field Banks Road North**

Outline Planning Application - Outline application for the erection of 30 dwellings (including 15 affordable dwellings) with provision for vehicular access, parking and children's play facilities for Mr T Maltby. It was agreed to make **no comment** on this planning application but to monitor it as it could have some impact on Newick and part of the site would require SANG mitigation.

**Newick**

LW/16/0592

**Case Officer:**

Mrs Alyson Smith

**70 Newick Drive**

Planning Application - Single storey front extension and garage conversion for Mr J Main. It was agreed to make **no comment** on this planning application.

- 10.3 **Approvals/Refusals etc.** – It was noted that planning application **LW/16/0288** – Flexerne, Fletching Lane – Creation of a riding arena with surrounding post and rail fencing, erection of a barn and creation of a pond, had been **approved** by Lewes District Council.

**10.4 Tree works applications** – No tree works applications had been received.

**10.5 Change of date for Planning and Neighbourhood Plan Implementation Committee meetings** – It was noted that the Planning Committee and Neighbourhood Plan Implementation Committee meeting date would be brought forward to Tuesday 6<sup>th</sup> September.

## 11. Financial Matters:

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

Payee	Item	Invoice Amount	Cheque Number
<b>Waiting to be signed</b>			
S.E. Berry	Clerk's Salary	£713.48	Standing Order
Post Office Ltd	Tax and NI from Clerk & PC	£270.83	201172
East Sussex Pension Fund	Pension Contributions from Clerk & PC	£264.73	201173
Lewes District Council	Monthly Play Area Inspection	£18.00	201174
D. Sankey Ltd	Visit re wasps in play area	£81.60	201175
PBI Audio Visual Ltd	Replacement CCTV cameras x 3	£830.88	201176
South East Water	Water supply to Sports Pavilion	£233.15	201177
S. Orwin	Village Maintenance	£315.00	201178
S.E. Berry	Reimbursement for items purchased by Clerk on behalf of Parish Council	£36.09	201179
<b>Total</b>		<b>£2,763.76</b>	

### Income in August 2016

Barclays Bank	Interest (01/08/16)	£53.45
Plants for Presents	Festival donation	£60.00
HMRC	Reclaimed VAT Apr to June 2016	£1,100.56
<b>Total</b>		<b>£1,214.01</b>

**11.2 To note Statement of Performance against budget as at end July 2016** – The statement of performance against budget for July 2016 had been circulated prior to the meeting and was noted.

**11.3 Consideration of Clerk's Report on proposed Parish Office** – An updated report from The Clerk on the proposal to set up a Parish Office had been circulated prior to the meeting. Following discussion, it was agreed that the Parish Council should go ahead with the proposal to set up a Parish Office at the Community Centre and that the Finance and General Purposes Committee should oversee the arrangements. Cllr. Thew volunteered to assist the Clerk with the planning of this. **Action Clerk and Cllr. Thew**

**11.4 Renewal of Parish Council's Insurance Policy** – The quotation for renewal of the Parish Council's insurance policy had been circulated prior to the meeting and was noted. It was agreed to renew the existing policy through brokers Came & Company at a cost of £1758.57.

## 12. Committees' and Councillors' Reports:

**12.1 Environment & Recreation Committee** - Approval of the draft minutes of the Environment & Recreation Committee meeting held 9<sup>th</sup> August 2016. It was agreed by those who had been present that the minutes of the Environment & Recreation Committee meeting held on 9<sup>th</sup> August 2016 could be signed as a true record.

Reports compiled following inspections of The Green, Recreation Grounds and other open spaces for which the Parish Council is responsible had been circulated prior to the meeting. The Clerk confirmed that contractors were being approached to complete the work identified and quotations were being obtained where necessary.

A draft specification for the grounds maintenance contract had been circulated prior to the meeting. This was approved subject to some minor amendments (e.g. ensuring that no hedge cutting is done during the bird nesting season, adding a weed treatment to The Green, and ensuring that the small green at the junction of Newick Drive and Western Road was included on the map). It was believed that the existing grounds maintenance contract would expire on 31<sup>st</sup> March 2017, the Clerk agreed to check this. **Action Clerk**

It was agreed to accept the offer made by Mr Wickens (agenda item 4 above) that Newick Rootz should be asked to take on the project to clear the pond site on the Manwaring Robertson field.

A draft sign asking dog owners to keep their dogs on leads and pick up after them when on the recreation grounds had been circulated prior to the meeting. It was agreed to go ahead and order signs and fixings to for each gate leading to the King George V Playing Field and Manwaring Robertson Field. **Action Clerk.**

**12.2 Tree Warden** – Cllr. Wickens reported that the inspection (sonic tomograph) of the large oak tree at the junction of Powell Road and Oldaker Road would be carried out on 1<sup>st</sup> September 2016, and that a dead tree beside the highway in Goldbridge Road had been reported to East Sussex County Council Highways department.

**12.3 Newick Rootz** – It was reported that Rootz volunteers had carried out a lot of clearance work following a season of exceptionally vigorous growth. It was noted that the insurance cover provided by ESCC only allowed the use of hand tools for clearance but that there were some areas where power tools were necessary for the clearance efforts to be effective. Training and testing of equipment would also be required to comply with regulations.

**12.4 Newick Village Hall Management Committee (NVHMC)** – Cllr. Allen was not present at the meeting, however, the Clerk reported that the railings for the disabled exit at the Village Hall had been completed and that an invoice was expected for part of this work, which would be funded from the remainder of the Public Works Loan. It was noted that the management committee would wait for the work to be signed off by Lewes DC Building Control before passing the invoice to the Parish Council for payment.

**12.5 Website** – Cllr. Horsfall thanked members for their feedback on the new website and noted that Cllr. Allen had asked for a dedicated section for St Mary's Church. Cllr. Jago agreed to ask the Curate to contact Cllr. Horsfall to discuss this further. **Action Cllr. Jago** It was agreed that a group photograph of councillors would be taken on the next occasion that all councillors were present at a meeting. It was confirmed that Upper Bridge Enterprises could be instructed to make the new website live once Cllr. Horsfall had carried out final checks to ensure that as much as possible was up to date. **Action Cllr. Horsfall**

**12.6 Neighbourhood Watch** – Cllr. Sheppard reported that she now only received updates from the Neighbourhood Watch team at Lewes Police Station which covered all areas, not just Newick.

**12.7 Newick Sports Pavilion Management Committee** – Copies of the minutes of the meeting of Newick Sports Pavilion Management Committee held 2<sup>nd</sup> August 2016 had been circulated in advance of the meeting. Cllr. Armitage reported that there was a sub group looking at the future of the Sports Pavilion and that a request had been made for information about the ownership of the Pavilion. The Clerk was researching this. Information to date suggested that the recommendation would be for the existing pavilion to be upgraded rather than replaced. **Action Clerk**

**12.8 Kent & East Sussex Councillors Commission** – Cllr. Armitage reported on a meeting of Kent and East Sussex Councillors Commission which he attended on 12<sup>th</sup> August 2016. The main issue discussed was a report being compiled for government on the role and capacity of local councils. Cllr. Armitage agreed to circulate the draft report once it had been published.

**13. Consultations** – There were no outstanding consultations

**14. Update on new Allotments** – It was reported that a draft lease had been produced and that Cllr. Smerdon and/or Cllr. Jago would take this in person to the landowners for their consideration. **Action Cllrs. Jago and Smerdon**

- 15. Update on Newick Post Office** – Cllr. Sheppard reported that the prospective new owner of Newick News had indicated that he would like to take on the Post Office franchise, but that the necessary paperwork had been held up and was not yet in place. Cllr. Berryman asked for assurance that that a post box would remain in Allington Road once the Post Office had moved. Cllr. Sheppard agreed to follow this up. **Action Cllr. Sheppard.**
- 16. Defibrillators** – A briefing paper detailing the implications for Newick Parish Council of taking on responsibility for the four defibrillators around the village had been circulated in advance of the meeting. It was agreed that the Clerk would contact Newick Village Hall Management Committee to formally ask that their caretaker should carry out regular visual checks on the defibrillator outside the village hall. It was agreed that labels would be fixed to the defibrillator cases to advise that the Parish Council should be contacted if the defibrillators were used or if any problem was noted. Cllr. Jago would liaise with the Clerk over the wording of these notices. **Action Cllr. Jago and Clerk**
- 17. Lloyds Pharmacy** – It was noted that Lloyds Pharmacy had requested permission to site a temporary Portacabin on The Green during November and December 2016 whilst renovation work was carried out at the shop. It was agreed to grant permission subject to the necessary planning consent and insurance cover being in place, and as long as the final dates did not clash with any other events on The Green.
- 18. Request for permission to place an inflatable assault course on King George V Playing Field (KGVPF) for child’s birthday party** – The Clerk reported that she had received a telephone message asking for permission to place an inflatable assault course on KGVPF on 10<sup>th</sup> September for a child’s birthday party, but that she had been unable to contact the person asking permission in order to obtain further information. It was agreed to refuse permission because there was insufficient information on which to base a decision.
- 19. Items for the Autumn Newsletter** – It was noted that items for the Autumn newsletter should be sent to the Clerk by Friday 16<sup>th</sup> September. Items for inclusion were:-  
 Update on Post Office (subject to agreement by parties involved) – Cllr Sheppard  
 New Councillor - Clerk  
 Website launch – Cllr. Horsfall  
 Neighbourhood Watch (including advice on taking car registration details) – Cllr Sheppard  
 Update on Newick Hill development – Cllrs Wickens & Thew to approach Thakeham Homes  
 Clearing of pond site by Rootz – Cllr. Wickens
- 20. Items for the next agenda:** – Any changes to committees following appointment of new councillor.

The meeting closed at 8.58 p.m.

Signed:.....  
 Chairman

Date:.....