

## Newick Parish Council

**Minutes** of the Annual Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 30<sup>th</sup> May 2017 at the Sports Pavilion, King George V Playing Field, Allington Road, Newick.

**Present:** Councillors C. Armitage, G. Clothier, B. Horsfall, G. Jones, I. Nesbitt, J. Sheppard, J. Smerdon, J. White, C. Wickens, and K. Wrench.

**In Attendance:** Mrs S. Berry (Clerk)  
Four members of the public were present

An audio recording was made of the meeting

- 1. Election of Chairman** – Two nominations for the position of Chairman of the Parish Council had been received by the Clerk – Cllr. Chris Armitage proposed by Cllr. Wickens and seconded by Cllr. Horsfall, and Cllr. Smerdon proposed by Cllr. Nesbitt and seconded by Cllr. Jones. A vote took place the result of which was Cllr. Armitage 2 votes, Cllr. Smerdon 6 votes. Having duly been elected as Chairman, Cllr. Smerdon signed a Declaration of Acceptance of Office in the presence of the Clerk.
- 2. Election of Vice Chairman** – Cllr. Nesbitt nominated Cllr. Jean Sheppard for the position of Vice Chairman of the Council. This was seconded by Cllr. Wrench and unanimously agreed. Cllr. Sheppard was duly elected as Vice Chairman.
- 3. Apologies for Absence:** – Apologies had been received from Cllr. Halsey.
- 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** – Cllr. Smerdon declared an interest in agenda item 14.2 (planning application LW/17/0260) and Cllr. Jones declared an interest in agenda item 16.4 (Allotments). Councillors were reminded to check their Register of Interests forms and make any necessary amendments.
- 5. Questions or Statements by Members of the Public -**  
Mrs Bryan, a member of Newick Tennis Club, spoke in connection with the Club's planning application LW/17/0260. She advised that the Club was applying for permission to have floodlights on the third court and that these would be of a similar height to the existing floodlights on courts one and two. She confirmed that the original proposal for higher poles was being amended. In response to a question from Cllr. Sheppard, Mrs Bryan confirmed that the lights would be LED and a similar brightness to the existing lights.
- 6. Approval of the minutes of Parish Council Meeting held 25<sup>th</sup> April 2017** – It was agreed by those who had been present that the minutes of the Parish Council meeting held on 25<sup>th</sup> April 2017 could be signed as a true record, subject to an amendment to show that Cllr. Jones had been present.
- 7. 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. In answer to questions from Councillors about a Freedom of Information request received for a copy of the recording of the Parish Council meeting held 25<sup>th</sup> April 2017, the Clerk confirmed that, following advice from Lewes District Council, a copy of the recording had been provided, and that the cost of the work involved had not been noted because it was not possible to recoup this cost. It was requested that a record should be made in the minutes that there was concern over the amount of staff time taken in dealing with Freedom of Information requests. The Clerk clarified that two emails of complaint had been received about the sign outside Lloyds Pharmacy.
- 8. 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 Committees had been reviewed and were approved, subject to a minor amendment to the TOR for the Finance & General Purposes and Neighbourhood Plan Committees. The TOR for the Allotment Working Group and the CCTV Management Group had also been reviewed and were approved without amendment.
- 9. 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. Chris Armitage, Mario Halsey, Jed Jones, Iain Nesbitt, Jenny Smerdon, Joe White and Cathy Wickens
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<b>Environment and Recreation Committee</b>	Cllrs. Guy Clothier, Mario Halsey, Jed Jones, Jean Sheppard, Jenny Smerdon and Joe White
<b>Finance &amp; General Purpose Committee</b>	Cllrs. Ben Horsfall, Jed Jones, Iain Nesbitt and Ken Wrench
<b>Neighbourhood Plan Committee</b>	Cllrs. Chris Armitage, Ben Horsfall, Jenny Smerdon, Cathy Wickens and Ken Wrench Mr John Lucas and Mrs Melanie Thew
<b>Allotments</b>	Cllrs. Guy Clothier and Jenny Smerdon
<b>Emergency Plan Coordinators</b>	Cllrs. Ben Horsfall and Jean Sheppard
<b>Tree Warden</b>	Cllr. Jed Jones
<b>Public Footpaths</b>	Cllr. Cathy Wickens and Guy Clothier
<b>Neighbourhood Watch</b>	Cllr. Jean Sheppard
<b>Sports Pavilion Management Committee</b>	Cllrs Mario Halsey and Joe White
<b>CCTV Management Group</b>	Cllrs Ben Horsfall and Joe White
<b>Newick Village Hall Management Committee</b>	Cllr. Jenny Smerdon
<b>Lewes District Association of Local Councils</b>	Cllrs. Jenny Smerdon and Jean Sheppard
<b>East Sussex Association of Local Councils</b>	Cllrs. Jenny Smerdon and Jean Sheppard
<b>Trustees of the Lady Vernon Trust</b>	Mr C. Andrews, Mrs S. Armitage, Mr P. Cumberlege, Mrs E. Duncton, and Cllr. Smerdon. It was noted that following the death of Mrs Hill last year new trustees were being sought.

The Appendix to the Council's Procedure for dealing with Consultation Requests was reviewed and updated.

10. **Appointment of Internal Auditor** – It was agreed that the Internal Auditor, Peter Frost, should be appointed to continue in this role.
11. **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 2017/18 had been circulated in advance of the meeting. The dates and times of proposed meetings on the list were approved, subject to some changes to the dates for Neighbourhood Plan Committee meeting dates.
12. **Review and adoption of Standing Orders and Financial Regulations** – The Council's Standing Orders and Financial Regulations had been reviewed by the Finance and General Purposes Committee. It was agreed to adopt the Standing Orders without amendment and to adopt new Financial Regulations which were based on the NALC Model Financial Regulations 2014.
13. **To note any action taken by the Clerk under Delegated Powers in consultation with the Chairman and/or the Vice –Chairman.** There was nothing to report.
14. **Planning:**
  - 14.1 **Minutes of Planning Committee Meeting 9<sup>th</sup> May 2017** – It was agreed by those who had been present that the minutes of the Planning Committee Meeting held on 9<sup>th</sup> May 2017 could be signed as a true record.

#### 14.2 Applications:

*Having declared an interest in application LW/17/0260, Cllr. Smerdon left the meeting room while consideration of this application took place.*

*Following a request from Cllr. Wickens, it was agreed that Standing Orders should be suspended in order to ask for further information from Mrs Bryan regarding the funding of Newick Tennis Club's floodlighting project. Mrs Bryan advised that the cost of the floodlighting was being met by donations from club members and a grant from the Lawn Tennis Association. Standing Orders were resumed at 8.17 p.m.*

*One member of the public left the meeting at 8.20 p.m.*

**Newick**  
LW/17/0260  
**Case Officer:**  
Mr Andrew Hill

**Newick Lawn Tennis Club Blind Lane**  
Planning Application - Erection of further flood lighting to tennis courts for Newick Lawn Tennis Club. It was noted that the Tennis Club had submitted amended plans for lighting poles of similar height to the existing floodlights. It was agreed to **support** this planning application in accordance with Newick Neighbourhood Plan Policy CF1 on the basis that this would improve the facility.

**Newick**  
LW/17/0311  
**Case Officer:**  
Mr Andrew Hill

**25 High Hurst Close**  
Planning Application - Erection of a single storey extension and conversion of garage to provide a wheelchair accessible bedroom and bathroom facility for Mr & Mrs Crunden. It was agreed to **support** this planning application in accordance with Newick Neighbourhood Plan policies HO1 and EN1.

**Newick**  
LW/17/0338  
**Case Officer:**  
Miss Michelle  
Gardiner

**The Barn Streeters Farm Newick Hill**  
Planning Application - Erection of a garden room for Mr J Cove. It was agreed to make **no comment** on this planning application. (1 member abstained from voting).

**Newick**  
LW/17/0340  
**Case Officer:**  
Mrs Alyson Smith

**Little Grange Goldbridge Road**  
Planning Application - Erection of a self-contained single storey detached annex, landscaping for Dr D Poole-Avery. It was agreed to **object** to this planning application on the basis that, as a building with a living area, bedroom, bathroom and kitchen, the proposed annex constituted an additional dwelling in the garden of an existing home and was, therefore, contrary to Newick Neighbourhood Plan policy H01.6.

#### 14.3 Approvals/Refusals etc. -

It was noted that planning application **LW/17/0221, Land and Buildings at Streeters Farm, Newick Hill** (Variation of Condition 11 (plans) and Condition 8 of LW/15/0406 relating to construction of car port/garage and relocating the position of the approved cart lodge/garage) had been approved by Lewes District Council.

#### 14.4 Tree Works Applications – It was noted that tree works application **TW/17/0026/TPO, 29 Western Road** (Oak T2 of the Order - Shorten lowest horizontal branch over A272, to growth point approximately 1m from the BT wire) had been approved by Lewes District Council.

It was noted that tree works application **TW/17/0035/TPO, 46 Allington Road** (Beech T3 of the Order – Fell because of the presence of substantial internal decay) had already been approved by Lewes District Council as an exception following receipt of an arboricultural report which recommended the tree to be felled as a matter of urgency.

#### 14.5 LDALC meeting 12<sup>th</sup> June – It was reported that Planning Consultant, Lindsay Frost, would be speaking at the Lewes District Association of Local Councils meeting on 12<sup>th</sup> June and a request had been made for questions to be submitted. It was agreed that Mr Frost should be invited to come to Newick to speak to members about planning and neighbourhood plan issues.

#### 14.6 Approval of minutes of Neighbourhood Plan Committee Meeting held 2<sup>nd</sup> May 2017 – It was agreed by those who had been present that the minutes of the Neighbourhood Plan Committee meeting held 2<sup>nd</sup> May 2017 should be approved as a true record subject to the correction of the action point under item 5 (CIL money from Newick Hill development).

#### 14.7 Issues arising from Neighbourhood Plan Committee Meeting –

Cllr. Armitage reported that he had been in touch with District Cllr. Jim Sheppard to request further information about the CIL money received in respect of the Newick Hill development and had subsequently received an email sent to Cllr Sheppard in February 2017 by Tondra Thom at LDC containing an explanation as to why CIL money had been paid in respect of this development and how the amount had been calculated. It was noted that this explanation had not previously been sent to the Parish Council.

The proposal for Lindsay Frost to be asked to come to speak to members had been dealt with under agenda item 14.5 above.

Further information had been received about the cost of a subscription to Planning Resource and the Clerk had confirmed that the Financial Regulations would allow the Council to agree to a direct debit mandate as long as the instruction was signed by two members and reviewed at least every two years. Cllr. Wickens circulated a sample copy of the fortnightly publication which would be received. It was agreed to proceed with a single subscription at a cost of £195 to be paid by direct debit. The issue of how the publications and emails would be monitored would be agreed at the next Neighbourhood Plan Committee meeting.

#### 15. Financial Matters:

**15.1 Authorisation of Schedule of Payments for May 2017** – It was resolved that the schedule of payments for May 2017 should be approved.

Payee	Item	Invoice Amount	Cheque Number
<b>Paid prior to meeting</b>			
Lewes District Council	Monthly play area inspection for Jan 2017 (original invoice not received)	£18.00	201295
Lewes District Council	Temporary Event Notice for Food Fair	£21.00	201296
	Total amount to be paid for Clerk's Salary, tax & national insurance and pension contributions	£1267.30	S/Order 201297 201298
D. Sankey Ltd	Routine Mole Treatment	£100.80	201299
Lewes District Council	Play Area Inspection - £18.00 Supply & Install dual waste litter bin - £547.20 Empty dual waste bin - £12.53	£577.73	201300
LDALC	Annual Subscription	£20.00	201301
Newick Sports Pavilion	Use of audio visual equipment for meetings	£115.00	201302
SSALC Limited	Health and Safety Training	£96.00	201303
Peter Frost	Internal audit services	£154.10	201304
CHEC	Banners for Food Fair	£156.00	201305
Fuss3 Solutions Ltd	Replacement drum unit and toner cartridges for printer	£294.83	201306
NACCA	Hire of Community Centre for meeting 2/5/17	£18.00	201307
Surrey Hills Solicitors LLP	Interim invoice - services in connection with Sports Pavilion lease	£232.80	201308
S.E. Berry	Reimbursement for items purchased by Clerk	£26.12	201309
S. Orwin	Village maintenance as per contract	£330.75	201310
Information Commissioner	Annual data protection registration	£35.00	201311
Mrs LM Farmer	Locum Clerk duties	£94.23	201312

<b>Total</b>		<b>£3,557.66</b>
NB Direct Debit due 01/06/17	Public Works Loan Board repayment	£2,501.01
<b>Income in May 2017</b>		
Food Fair	Stallholder payment (WI, Flint Owl & Sheepgate)	£110.00
Lewes District Council	CIL ref.110417	£3,723.00
John Lawson Circus	Payment for use of The Green	£100.00
HMRC	Reclaimed VAT Jan to March 2017	£1,391.45
<b>Total</b>		<b>£5,324.45</b>

**15.2 Statement of Performance against budget (Outturn) as at end April 2017** – The Outturn for April 2017 had been circulated in advance of the meeting and was noted. It was noted that there had been an adjustment to the reported reserves totals attached to the outturn in order to bring it in line with the year end bank balances.

**15.3 To receive Internal Auditor's report** – the Internal Auditor's report dated 12<sup>th</sup> May 2017 had been circulated prior to the meeting and was noted. Cllr. Wickens proposed a vote of thanks to the Clerk for the amount of work done to produce the end of year accounts.

**15.4 Contingent Liability** – Members were asked to advise the Clerk of any contingent liability of which they were aware. No reports were made.

**15.5 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 9 on the Annual Governance Statement (page 2 of the 2016/17 Annual Return) should be answered 'yes' and the Chairman was authorised to sign the statement on behalf of the Parish Council.

**15.6 Accounting Statements 2016/17** – Copies of the Accounting Statements for 2016/17 (page 3 of Annual Return) had been circulated prior to the meeting along with copies of the end of year accounts. It was resolved to approve these Accounting Statements.

**15.7 To ensure that the Accounting Statements are signed and dated by the Chairman** – It was agreed that the accounting statements would be signed by the Chairman on behalf of the Council.

**15.8 Approval of the minutes of the Finance & General Purposes Committee held 9<sup>th</sup> May 2017** – It was agreed by those who had been present that the minutes of the Finance & General Purposes (F&GP) Committee could be signed as a true record. The following recommendations made by F&GP were considered:-

Recommendation in connection with proposals for Community Post Office – F&GP considered that it did not have sufficient information to be able to make a recommendation on this matter. However, it was agreed that authority should be delegated to the Chairman to authorise a payment to be made on behalf of the Community Post Office group for membership of the Plunkett Foundation (£240) if required before the next meeting.

*Cllr. Wickens declared an interest in the following item (award of grants) as a member of Newick Rootz.*

Recommendation for the award of grants – Following recommendations made by F&GP, it was agreed to award the following grants:-

Lewes District CAB	£200
St. Mary's PCC	£500
Dancing for Fun & Fitness	£150
St. Mary's Lunch Club	£200
Table Tennis Club	£450

*Standing Orders were suspended at 9.05 in order to allow Mr Mayes, organiser of the Table Tennis Club, to outline the aims of the club and answer questions from members.*

Kent, Surrey & Sussex Air Ambulance	£250
Newick Rootz	£165 (Cllrs. Armitage & Wickens did not vote on this award)
Newick Santa Sleigh	Nil

Grants were awarded using the Council's General Power of Competence, adopted in June 2016.

Recommendation to adopt Social Media Policy – Copies of the draft Social Media Policy were circulated at the meeting and it was agreed to adopt this policy.

*At 9.22 p.m. one member of the public left the meeting.*

**15.9 Rents** – It was agreed to approve the recommendation made by the Environment & Recreation Committee that annual rents should remain the same as for 2016/17 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.

**15.10 Consideration of quotations received for Tree Inspection Work** – A summary of quotations received for the three yearly tree inspection had been circulated prior to the meeting. It was agreed to accept the quotation submitted by Nicholas Jones (£570 + VAT).

## **16. Committee's and Councillors' Reports**

**16.1 Environment and Recreation Committee** – It was agreed by those who had been present that the minutes of the Environment and Recreation (E&R) Committee meeting held 9<sup>th</sup> May 2017 should be signed as a true record. The following recommendations made by E&R were considered:-  
It was agreed to approve the updated Conditions of Hire for Playing Fields

It was agreed to accept the quotation dated 17<sup>th</sup> March 2017 submitted by Playsafe Playgrounds Ltd for the resurfacing of part of the play area. It was noted that two other companies had been approached to give quotations but that these had never been supplied.

It was agreed to approve the request made by Newick Cricket Club for permission to display a sponsor's sign to be placed on the score box below the window (to be displayed only during cricket matches) and to refuse the request to erect a permanent sign at the top of the score box. It was suggested that the Council's policy should be amended to make it clear that permission for permanent sponsorship signage on the recreation grounds would not be granted.

**16.2 Newick Sports Pavilion Management Committee AGM 2<sup>nd</sup> May 2017** – The minutes of the AGM of Newick Sports Pavilion Management Committee held 2<sup>nd</sup> May 2017 had been circulated prior to the meeting and were noted. It was noted that a request had been made for a link to the newly created Sports Pavilion website to be made available from the newick.net website. **Action Clerk** It was noted that drainage work had been carried out in front of the pavilion and that the ground level had sunk above the pipework. This was to be made good.

**16.3 Newick Village Hall Management Committee** – Cllr. Smerdon reported on repair/improvement matters under consideration by the Village Hall Management Committee.

**16.4 Allotments** – Cllr. Smerdon reported that she had obtained two quotations for the relocation of the entrance gate at the Cornwells Bank allotment site and that the cheaper quotation had been accepted. It was noted that Newick Allotment Society had requested permission to carry out rabbit control at the Cornwells Bank allotment site by engaging an appropriate person to cull some of the rabbits by shooting them. It was agreed to give permission for this to go ahead, subject to the person contracted to carry out the work being suitably licenced and insured and having carried out a risk assessment.

**16.5 Food Fair** – It was agreed that the Food Fair committee should be granted permission to erect banners on The Green to advertise the event. It was noted that a Temporary Event Notice had been obtained from Lewes District Council. A request was made for volunteers to act as marshals on the day. Cllr. Smerdon proposed that any surplus funds remaining after expenses had been paid should be put aside in a reserve to help fund future events or activities. This was agreed.

**16.6 Newick Rootz** – Notes of the meeting of Newick Rootz held 4<sup>th</sup> May 2017 had been circulated prior to the meeting and were noted. Cllr. Wickens reported that permission had been given by East Sussex County Council for Rootz to erect a barrier at the end of footpath 8 which would prevent unauthorised use of the footpath by horse riders. It was noted that Rootz had submitted comments to East Sussex Highways on the S.278 Highway Proposals associated with the Reedens Meadow SANG site.

## **17. Consultations**

**17.1 Lewes Town Neighbourhood Plan** – Cllr. Jones had studied Lewes Town Council's draft Neighbourhood Plan and circulated his comments by email prior to the meeting. Cllr. Jones was thanked for his report.

**17.2 Reedens Meadows** – Draft Public Spaces Protection Order – A copy of the draft Public Spaces Protection Order supplied by Lewes District Council had been circulated prior to the meeting. It was agreed to support this document without amendment.

**18. The Green**

**18.1 Complaint from resident regarding Lloyds Pharmacy sign and Circus toilets** – It was reported that two emails of complaint had been received from residents of The Green regarding the freestanding sign placed outside Lloyds Pharmacy. It was noted that the Clerk had written to Lloyds to point out the Council's policy on signs on The Green and that the sign had subsequently been removed. One of the residents had also complained about the location of the toilets near to his house when the Circus was on The Green in early May. It was agreed to take no action regarding the Circus toilets.

**18.2 Request from Newick Horticultural Society for permission to use The Green for the Annual Show on 2<sup>nd</sup> September 2017** (marquee to be erected on the Thursday before and removed on the Sunday or Monday after the show) and to display a banner on The Green prior to the event. It was agreed that permission should be granted.

**19. Newick Cricket Club** – Consideration of request for permanent advertising sign on score box – This request had been dealt with under agenda item 16.1 above.

**20. Newick Bowls Club** – Request for PC to consider running a health and safety seminar for sports clubs – Copies of an email dated 16<sup>th</sup> May 2017 from Newick Bowls Club had been circulated prior to the meeting. It was agreed that further information was required as to exactly what health & safety issues the Bowls Club wanted to cover. The Clerk was asked to obtain further information so that the matter could be given further consideration. **Action Clerk**

**21. Newsletter** – Items to be included in the Summer edition of the newsletter to be circulated at the end of June. It was agreed that the following items should be included in the next newsletter:-  
Food Fair Report  
Neighbourhood Watch Report  
Post Office Update and request for feedback from residents

The meeting closed at 9.55 p.m.

Signed: .....Chairman

Date: .....