

## Newick Parish Council

**Minutes** of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 31<sup>st</sup> October 2017 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick.

**Present:** Councillors C. Armitage, M. Halsey, B. Horsfall, J. Sheppard, J. Smerdon (Chairman), M. Thew, C. Wickens, J. White and K. Wrench.

**In Attendance:** Mrs S. Berry (Clerk)  
Two members of the public (for part of the meeting)

An audio recording was made of the meeting

Prior to the start of the meeting the Chairman and Members of the Council remembered former Parish Councillor, Ian Blackaller, who had sadly passed away the previous day.

1. **Apologies for Absence:-** Apologies had been received from Councillors G. Clothier and I. Nesbitt.
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. White disclosed an interest in agenda item 9.2 (planning application LW/17/0780) as he was carrying out some work for the applicant.
3. **Exclusion of the Press and Public** – It was agreed to exclude any members of the press and public present at the time for the discussion of agenda item 17 (Report from Chairman following Clerk's appraisal). (Public Bodies Admission to Meetings Act 1960 s1(2) – confidential employment matter).
4. **Questions or statements by Members of the Public**  
There were no questions or statements from members of the public.
5. **Approval of draft minutes of Parish Council meeting held 26<sup>th</sup> September 2017** – It was agreed by those who had been present that the draft minutes of the Parish Council held 26<sup>th</sup> September 2017 could be signed as a true record.
6. **Clerk's Report** – A list of correspondence received since the last meeting had been circulated prior to the meeting and was noted. A report from the Clerk on various items including the installation of new financial software, questions raised at a recent SLCC meeting, the email alert facility and a Christmas tree for The Green, had been circulated in advance and was noted. Cllr. Wickens asked for a copy of the answers to questions asked at the SLCC meeting to be sent to Mr Lucas as they would be of interest to the Neighbourhood Plan Committee. **Action Clerk**
7. **Report by Clerk on any action taken under Delegated Powers in consultation with Chairman and/or Vice-Chairman** – There was nothing to report.
8. **New councillor appointment to committees etc.** - It was agreed that Councillor Melanie Thew should be appointed to join the Planning and Finance & General Purposes Committees in addition to the Neighbourhood Plan Committee, of which she was already a member.

It was agreed that the following updates should be made to the Procedure for dealing with Consultation Requests:- 1) Items 3.4 and 3.7 should be amended to insert the words 'where possible', 2) Cllr Thew would deal with Public Transport and Community Transport documents and 3) Cllr. White would deal with Environment Agency Flood Risk documents

### 9. Planning:

**9.1 Approval of draft minutes of Planning Committee Meeting held 10<sup>th</sup> October 2017** – It was agreed that the draft minutes of the Planning Committee Meeting held 10<sup>th</sup> October 2017 should be signed as a true record.

### 9.2 Consideration of Planning Applications

**Chailey**  
LW/17/0822

**The Old Dairy Railway Lane Sheffield Park North Chailey** Planning Application  
- Re-development of existing site to include demolition of dairy building and

**Case Officer:** Mr Andrew Hill  
replacement with office building and erection of store/workshop for Drivepoint Contractors. Whilst recognising that this planning application fell just outside the boundary of Newick parish, it was agreed to **support** the application as the Council was generally supportive of small scale expansion of existing business premises which would respect the local character of the existing buildings in the area and the surrounding countryside.

**Newick**  
LW/17/0779  
**Case Officer:** Mrs Sarah Sheath  
**The Glade 14 Newick Hill**  
Planning Application - Erection of a detached dwelling with new vehicular access to Newick Hill for Dalehurst Developments Ltd. It was agreed to **object** to this planning application on the grounds that it was contrary to policy H01.6 of Newick's Neighbourhood Plan (The construction of additional homes in the gardens of Newick's existing homes will not be supported). (8 votes to object to the application and 1 abstention).

**Newick**  
LW/17/0771 &  
LW/17/0772  
**Case Officer:** Mrs Alyson Smith  
**Springfield The Green**  
Planning & Listed Building Consent Applications - Single storey rear extension forming enlarged kitchen/family room and utility, including internal alterations for Mrs E Hendin. It was agreed to make **no comment** on this planning application.

**Newick**  
LW/17/0780  
**Case Officer:** Miss Michelle Gardiner  
**39 High Hurst Close**  
Planning Application - Two storey rear extension and side extension with cat slide roof to replace existing garage for Mrs R Bailey. It was agreed to make **no comment** on this planning application. (Having declared an interest in this agenda item, Cllr. White did not vote).

**Newick**  
LW/17/0787  
**Case Officer:** Miss Michelle Gardiner  
**2 Old Schoolhouse Cottages Cornwell's Bank**  
Listed Building Consent Application - Re-render external walls and replace chimney breast tiles & felt, internal stain blocking & painting to walls for Batcheller Monkhouse. It was agreed to **support** this listed building consent application and comment was made that it was good to see that appropriate consent had been sought prior to the commencement of the work.

**9.3 Approvals/Refusals etc.** – It was noted that the following application had been **approved** by Lewes District Council:-

**LW/17/0737 Quineys, Cornwell's Bank** – Planning application for erection of two stables, tack room and feed room.

**LW/17/0746 Crouchers Farm, Blind Lane** – Planning application for alterations and extension of existing car port to create new garage and secure bicycle and machinery store, installation of new bathroom within the existing roof void and new ground floor side extension (resubmission of LW/17/0750)

**LW/17/0755 Sharps Farm, Sharpsbridge Lane** – Planning application for erection of a steel framed, open fronted, monopitch building for calf rearing.

**LW/17/0770 29 Leveller Road** – Planning application for two storey side extension

**LW/17/0781 Ridge House, Jackies Lane** – Planning application for single storey side and rear extension

**LW/17/0805 21 West Point** – Prior approval for extensions for single storey rear extension with pitched roof extending 3.525m beyond the rear wall, measuring 3.615m high with an eaves height of 2.525m

**9.4 Tree works applications** – It was noted that the following tree works applications had been approved by Lewes District Council:-

**TW/17/0091/TCA – 7 High Street** - 1x unidentified tree - lift and reduce by 25%. Reason: overhanging road.

**TW/17/0090/TCA** 1x Sycamore 949 on the plan – reduce crown by 30% and 1x Himalayan Birch 986 on the plan – remove branch hanging over car park

**9.5 ESCC Proposal to extend 30 mph speed limit on Newick Hill** – It was noted that, although comments had previously been submitted in connection with this proposal, the necessary consultation and Traffic Order had stalled as a result of the period of purdah prior to County Council and General elections. It was agreed to make no further comments other than to request that the effectiveness of the extended 30 mph speed limit and associated works should be monitored and reviewed after it had been in operation for twelve months.

One member of the public left the meeting at 7.35 p.m.

**9.6 Contact with Lewes District Council re 12 High Street & The Bull Inn** – Cllr. Thew reported that she had been in touch with Lewes District Council with concerns about the poor condition of 12 High Street and the recent renovation works at The Bull Inn. Both properties are located in the Newick Green Conservation Area and the Bull Inn is a Grade 2 Listed Building. It was noted that the LDC Enforcement Officer had been in touch with the owner of 12 High Street who was arranging for repair work to be carried out. A request was made for this matter to appear on the agenda for the PC meeting in January 2018. It was noted that the Enforcement Officer would shortly be carrying out a site visit to inspect works carried out to the Bull Inn. It was agreed that Cllr. Thew would draft letters to Nazeya Hussain (LDC Director of Regeneration and Planning), the licensee of The Bull Inn and Shepherd Neame Brewery expressing concern that works appeared to be proceeding without the necessary permissions being in place. **Action Cllr. Thew**

**9.7 Mitchelswood Appeal Case** – It was reported that the appeal hearing which had been scheduled for 24<sup>th</sup> October 2017 had been postponed to early 2018. A statement drafted by the Chairman of the Neighbourhood Plan Committee was approved for publication on the Newick website.

One member of the public left the meeting at 7.58 p.m.

## 10. Financial Matters:

**10.1 To approve schedule of payments for October 2017** – It was agreed that the schedule of payments for October 2017 should be approved. It was agreed that the cheques would be signed by Cllrs. Smerdon and Sheppard.

Payee	Item	Invoice Amount	Cheque Number
S.E. Berry, The Post Office Ltd & East Sussex Pension Fund	Total amount to be paid for Clerk's salary, tax, national insurance and pension contributions	£1267.10	Standing Order 201382 201383
CHEC	Printing of autumn newsletter	£232.00	201384
Mr CR Goddard	Delivery of autumn newsletter	£120.00	201385
D. Sankey Ltd	Routine mole treatment KGVPF	£100.80	201386
Lewes District Council	Play Area Inspections Oct & Nov	£36.00	201387
SSALC Limited	Various training courses	£306.00	201388
Ms A Harrison	Newick Festival Website	£13.18	201389
S.E. Berry	Reimbursement for items purchased by Clerk on behalf of Newick Parish Council	£24.66	201390
Mr C. Armitage	Mileage expenses – Chairmanship Training	£15.66	201391
Upper Bridge Enterprises	Email alert feature	£72.00	201392
S. Orwin	Village maintenance as per contract	£236.25	201393
Mr S. George	Replacement of lost cheque (201346 25/7/17)	£36.95	201395
<b>Total</b>		<b>£3215.28</b>	

### Income in October 2017

HMRC	Reclaimed VAT July to September 2017	£2016.83
<b>Total</b>		<b>£2016.83</b>

- 10.2 To approve minutes of Finance & General Purposes Committee (F&GP)10<sup>th</sup> October 2017** – It was agreed that the minutes of the F&GP Committee held 10<sup>th</sup> October 2017 should be approved as a true record. It was agreed that, in accordance with recommendations made by F&GP, the Council would adopt the SSALC model policies on Risk Management and Data Protection. It was agreed that the existing discretions under the Local Government Pension Scheme 2014, having been reviewed, should remain unchanged.
- 10.3 To note statement of performance against budget as at end September 2017** – The statement of performance against budget as at the end of September 2017 had been circulated prior to the meeting and was noted. The Clerk advised that the new format budget statement produced by the RBS software showed expenses net of VAT so the figures would not align exactly with the old format statement.
- 10.4 To note bank reconciliation etc. checked by Chair of F&GP** – It was noted that the quarterly bank reconciliation and calculation of Clerk's salary and pension contributions had been checked by the Chairman of F&GP. The Clerk reported that the quarterly VAT reclaim had been completed and submitted to HMRC.
- 10.5 Budget preparation** – A copy of the draft budget for 2018/19 (version 2) had been circulated prior to the meeting and was noted. The Clerk explained that the final draft would be presented for approval at the Parish Council meeting in November and any amendments should be notified before this meeting.
- 10.6 Interim Audit** – It was noted that an appointment had been made for the Internal Auditor to carry out an interim audit on 9<sup>th</sup> November 2017.
- 10.7 Consideration of quotations received for tree works** – A summary of quotations received for the recommended tree works had been circulated prior to the meeting. It was agreed that Treewise Tree Services Ltd. should be invited to carry out the scheduled works within the current financial year.
- 10.8 Consideration of grant application made by Windmill District Girlguiding** – Copies of a grant application from Windmill District Girlguiding had been circulated prior to the meeting and the Clerk gave details from the financial accounts which had been provided in support of the application. It was agreed to award a grant of £450 (awarded under General Power of Competence). The Clerk was asked to make the guiding units aware that grants were also available from the Lady Vernon Educational Foundation.

## **11. Committees' and Councillors' Reports**

- 11.1 Newick Village Hall Management Committee (NVHMC)** – Cllr. Smerdon reported that a new extractor fan had been installed in the village hall kitchen.
- 11.2 Neighbourhood Watch** – Cllr. Sheppard reported that she had sent an email to Sussex Police commenting on their policy for dealing with burglaries.
- 11.3 Allotments** – Cllr. Smerdon reported that the Allotment Society planned to clear the Cornwells Bank barn and allotment site of unwanted equipment and that a letter had been sent to the landowners asking them to specify any items that they wished to retain.
- 11.4 Update on Newick Post Office** – There was nothing to report.
- 11.5 Newick Rootz** – Cllr. Wickens reported that the annual clearance at Newick Common had taken place and that the resulting branches etc. had been donated to Newick Bonfire Society to be burnt on the bonfire. It was also reported that permission had been obtained from East Sussex County Council to reinstate the barriers at either end of footpath 8 to prevent unauthorised use of the footpath by horse riders.
- 11.6 Newick Festival 2018** – Notes of the meeting held 27<sup>th</sup> September 2017 had been circulated prior to the meeting.
- 11.7 East Sussex Association of Local Councils (ESALC)** – Cllr. Smerdon reported on the matters discussed at the ESALC AGM and conference which she and Cllr. Sheppard had attended on 6<sup>th</sup> October 2017.
- 11.8 Lewes Town & Parish Councils Conference** – Cllr. Sheppard reported on the matters discussed at the Lewes District Town & Parish Councils Conference which she, Cllr. Smerdon and the Clerk had attended on 11<sup>th</sup> October 2017.
- 11.9 Chairmanship Training** – Cllr. Armitage reported on some procedural issues which had been discussed at the SSALC Chairmanship Training event which he and Cllr. Smerdon had attended on 17<sup>th</sup> October 2017. It was agreed that these matters would be considered by F&GP who would make recommendations as to whether or not the Council should amend its Standing Orders or other procedures.
- 11.10 Skate Park Working Group** – Cllr. Smerdon reported that an informal meeting had been held with a small group of local skate park users and that a further meeting had been arranged for Saturday 25<sup>th</sup> November so that the users could put forward some of their ideas for a new skate park facility.

## **12. Consultations**

- 12.1 Lewes District Council – Plumpton Draft Neighbourhood Plan** – It was agreed that the Neighbourhood Plan Committee should study the Plumpton Draft Neighbourhood Plan and make any comments it considered appropriate on behalf of the Parish Council.

- 12.2 East Sussex County Council – Waste & Minerals Local Plan Review. Factsheets R-FS01 and R-FS02 had been circulated prior to the meeting and were noted. It was agreed that the Parish Council would not comment at this stage of the Waste & Minerals Local Plan Review.
- 12.3 East Sussex County Council – Proposed Draft Library Strategy. A report prepared by Cllr Horsfall had been circulated prior to the meeting and was noted. It was agreed that the Parish Council would not comment on the County Council’s proposals to close certain library branches and remove the mobile library service.

13. **Royal British Legion** – It was agreed to approve the request made by the Royal British Legion to fly the Union Flag from the John Goodwin flagpole over the period of Remembrance. The Clerk was asked to inform the Goodwin family as a matter of courtesy. **Action Clerk**

14. **Newick CE Primary School** – It was agreed that permission should be given to Newick CE Primary School to erect two banners on The Green for a maximum period of two weeks. A request was made for the policy governing banners etc. on The Green to be reviewed.

15. **Newick Santa Sleigh Project** – It was agreed that permission should be given to the Newick Santa Sleigh Project to park the Sleigh on The Green during the evening of Friday 1<sup>st</sup> December, subject to the necessary public liability insurance being in place.

16. **Items for next agenda** – Two planning issues (proposals for Sheffield Park Industrial Estate and Fairfax Homes planning application), report from Sports Pavilion representatives and report from Skate Park Working Group.

*In accordance with the resolution made under agenda item 3 above the following matter was discussed in a confidential session. There were no members of the press or public present at that time and the Clerk left the meeting at 9.30 p.m.*

17. **Report from Chairman following appraisal of Clerk’s Performance** – Following the confidential discussion, it was agreed that the Clerk’s hours of work should be increased from 80 to 100 per month with immediate effect and that the Council should consider the possibility of engaging an additional member of staff to support the Clerk commencing 2018/19. The Clerk’s hours would revert to 80 per month once the additional member of staff was in post

The meeting closed at 9.50 p.m.

Signed:.....  
Chairman

Date:.....