

Newick Parish Council

Minutes of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 30th July 2019 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick

Present: Councillors C. Armitage, B. Hodge, M. Thew, K. Tibbs, P. Tibbs and C. Wickens
Prospective Councillor D. Marchant

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

An audio recording was made of the meeting

- 1. Apologies for Absence** – Apologies had been received from Cllrs. B. Deacon and V. Marchant
- 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. Hodge declared an interest in agenda item 7.2 (LW/19/0470) as this site adjoins his property and has a shared access. Cllrs. Armitage and Wickens declared an interest in agenda item 10.6 (grant application from Newick Rootz) as members of Newick Rootz.
- 3. Questions or Statements by Members of the Public –**

Mrs Clements spoke on behalf of Newick Rugby Football Club and asked the Parish Council's permission to hold a Family Day event on Manwaring Robertson field on Saturday 31st August 2019. She explained that the event was intended to celebrate the start of the new season and as a recruitment drive for new players. There would be alcoholic beverages, a barbeque and a bouncy castle. Mrs Clements advised that a risk assessment had been prepared and that insurance and a temporary event notice would be in place.

Mrs Smerdon and Mr Jackson spoke on behalf of Newick Emergency & Armed Services Support Association (NEASSA) and asked the Parish Council's permission to use King George V Playing Field to hold a family event on 8th May 2020 to commemorate the 75th anniversary of VE Day. This event was still in the planning stage but would be likely to include an old fashioned street party to which WW2 veterans and residents of Nightingales would be invited, a band playing music of the era, games, bunting and maypole dancing.

Mr Cumberlege spoke on behalf of Newick Village Society and St Mary's Church and reported that an invitation was to be issued to all residents of Mantell Close to attend a drinks reception in the marquee on The Green on the evening of Saturday 7th September after the Horticultural Society Annual Show. The aim was to encourage these new residents to the village to get involved in community activities. He asked whether or not the Parish Council would like to be named on the invitation. It was agreed that it would not be appropriate for the Parish Council to be seen to be inviting only certain residents to an event but that the words 'by kind permission of the Newick Horticultural Society and Newick Parish Council' would appear at the end of the invitation. It was noted that a temporary event notice would need to be obtained from Lewes District Council.

Two members of the public left the meeting at 7.18 p.m.

- 4. Co-option of up to three new councillors** – Mr David Marchant, MBE, had indicated that he would be willing to offer his services as a member of the Parish Council. He gave a brief summary of his previous experience as a member of Ardingly Parish Council and his former career at Wakehurst Place. Mr Marchant also detailed his links with Newick where members of his family had lived for several years and his wife's involvement with the weekly Country Market held at Newick Village Hall. It was unanimously agreed to co-opt Mr Marchant as a member of Newick Parish Council. He signed a Declaration of Acceptance of Office in the presence of the Clerk and joined the meeting table.

In order to assist members of the public who had attended the meeting, it was agreed to bring agenda items 14 and 15 forward for discussion

15 To consider request from Newick Rugby Club to hold Family Day on Manwaring Robertson field 31st August 2019 – It was agreed that permission should be granted to Newick Rugby Club to hold a Family Day on Manwaring Robertson Field on 31st August 2019.

One member of the public left the meeting at 19.22 p.m.

14 To consider request from NEASSA to use KGVPF for VE Celebration Day event on 8th May 2020 –

It was agreed that permission should be given to NEASSA to use King George V Playing Field for a VE Day Celebration event on the bank holiday Friday 8th May 2020.

One member of the public left the meeting at 7.25 p.m.

5. Report from Lewes District Councillor Roy Burman – Cllr. Burman had sent his apologies that he would be unable to attend the meeting. His written report had been circulated by email prior to the meeting and was noted. An addition to Cllr. Burman's report had been received on the day of the meeting and it was noted that he had arranged a site visit with the Lewes District Council planning officer and enforcement officer to the Vernons Road/The Rough development site following complaints from nearby residents. It was agreed that the Chairman would contact Cllr Burman to ask for further details of the site visit and to ask that he and Cllr. Wickens be permitted to attend the site visit.

6 Approval of draft minutes of Parish Council meeting held 25th June 2019 – It was agreed that the draft minutes of the Parish Council meeting held 25th June 2019 could be signed as a true record of that meeting.

7 Planning:

7.1 Approval of draft minutes of Planning Committee Meeting 9th July 2019 – It was agreed that the draft minutes of the Planning Committee Meeting held 9th July 2019 could be signed as a true record.

7.2 Consideration of Planning Applications: -

LW/19/0437

Streeters Farm, Newick Hill

Erection of a Cart Lodge – It was agreed to make **no comment** on this planning application.

Having declared an interest in the following planning application, Cllr. Hodge left the meeting between 19.31 and 19.38 p.m. whilst discussion took place.

LW/19/0470

38 Western Road

Approval of reserved matters – Landscaping (LW/18/0611) – It was agreed to make **no comment** on this planning application.

LW/19/0479

Silverdale Farm, Jackies Lane

Proposed first floor part two storey side extension – It was agreed to make **no comment** on this planning application.

LW/19/0507

Newick Park, Newick Park Road

Retention, refurbishment and conversion to residential of former cart-shed and potting shed including new linking structure and cart-shed style garage – It was agreed to **object** to this planning application as the proposed development is outside the planning boundary and thereby contrary to Newick's Neighbourhood Plan. (6 voted to object and 1 abstained from voting).

7.3 Approvals/Refusals – There was nothing to report.

7.4 Tree works applications – Cllr. Wickens reported that she had looked at tree works application TW/19/0050/TCA (application to carry out crown lift to Yew and Sycamore trees overhanging land at Newick Village Hall, Western Road) and had not raised any objection. She also reported that work was outstanding in respect of a Silver Birch tree in the Community Centre car park and an Ash tree on the Manwaring Robertson field.

7.5 Update on Mitchelswood Farm appeal – There was nothing to report

7.6 Update on Lewes District Local Plan – There was nothing to report

7.7 To consider draft parish pot CIL application process – draft copies of the process and application form for applying for funding from the CIL Parish Pot had been circulated prior to the meeting. It was agreed that these documents should be approved without further amendment. It was noted that any local resident invited to sit on the adjudication panel would need to be independent of the applications being considered.

8 Clerks' Report – A report from the Clerks and details of correspondence received during July had been circulated prior to the meeting and was noted.

- 9 Report by Clerk on any action taken under Delegated Powers in consultation with Chairman and/or Vice-Chairman.** It was reported that payment of £25 + VAT had been authorised for the transfer of Rialtas Financial Software to the new Clerk's laptop computer.

10 Financial Matters

- 10.1 Authorisation of Schedule of Payments for July 2019** – It was agreed to approve the schedule of payments for July 2019. Cllrs Armitage and Thew were appointed to authorise payments this month.

Date	Payee	Amount	Detail
03/07/2019	Information Commissioner	35.00	Data Protection Registration
26/07/2019	Public Works Loan Board	74,742.99	Early repayment of loan
27/07/19	Telefonica UK Ltd	16.20	Mobile phone bill July
31/07/19	Staff members, pension fund & HMRC	3893.56	Total staffing costs for July
31/07/19	D. Sankey Ltd	100.80	Mole treatment
31/07/19	SLCC Enterprises Ltd	72.00	Social media training
31/07/19	M. Firth	120.00	Newsletter delivery
31/07/19	S. Montgomery	40.00	Removal/disposal picnic table
31/07/19	Newick Sports Pavilion	115.00	Use of AV equipment
31/07/19	St Mary's Church	250.00	Grant approved 25/06/19
31/07/19	Lewes District Council	18.00	Monthly play area inspection
31/07/19	Matmos Computer Systems	238.75	Printer toners
31/07/19	Mrs E Reece	11.70	Reimbursement expenses
31/07/19	Lewes District Association	20.00	Membership subscription
31/07/19	Lewes District Council	108.58	Litter bin emptying
31/07/19	WEL Medical	81.42	2 x replacement defib pads
31/07/19	Nicholas Jones Consultants	360.00	Tree inspection – tag 974
31/07/19	Newick Sports Pavilion	123.83	VAT reclaim 1 st quarter
31/07/19	P. Howes	523.41	Village maintenance/materials
	Total Payments	80,871.24	

- 10.2 Statement of performance against budget as at end June 2019** – The statement of performance against budget as at the end of June 2019 had been circulated prior to the meeting and was noted.

- 10.3 Quarterly bank reconciliation and quarterly checks** – It was noted that the quarterly bank reconciliation had been carried out and checked by the Chairman. Checks had also been made on the calculation of Clerks' salaries and pension contributions for April to June 2019.

- 10.4 Early repayment of Public Works Loan Board loan** – It was noted that, in accordance with the resolution made at the Parish Council meeting on 25th June 2019, the balance and accrued interest on the Public Works Board loan had been repaid early and that the account was clear.

- 10.5 Review of Risk and Management Controls** – an updated copy of the risk and management controls document with outstanding items highlighted had been circulated prior to the meeting and was noted. The Clerk advised that the outstanding items were in the process of being dealt with.

- 10.6 Grant applications** – It was agreed to award the following grants in accordance with the Parish Council's grant awarding policy:-

Newick CE Primary School - £1,000 towards school library refurbishment project

Newick Rootz - £165 for hire of meeting room and audio visual equipment during 2019

Grants awarded using the Parish Council's powers under S.137 of the Local Government Act 1972

- 10.7 Consideration of quotes received** – Various quotations had been received and were considered. It was agreed that in respect of the quote from TG Tapp for the removal of part of the Community Centre car park wall, contact should be made with Lewes District Council to see whether or not planning permission is required and a further quotation should be obtained – **Action Clerk** It was agreed that signs for the recreation ground play equipment and CCTV which need to be amended should be ordered (4 x play area signs and 4 x CCTV signs). It was agreed that Newick Window Cleaning should be asked to go ahead with the jet washing of the play equipment at a cost of £250

11 Environment & Recreation

- 11.1 Approval of draft minutes of E&R Committee meeting held 9th July 2019** – It was agreed that the draft minutes of the Environment & Recreation Committee meeting held 9th July 2019 should be signed as a true record.

- 11.2 Consideration of updated terms of reference for E&R Committee** – Copies of the draft updated Terms of Reference for the Environment & Recreation Committee had been circulated in advance of the meeting and were approved and signed by the Chairman.
- 11.3 Sports Pavilion redevelopment update** – A briefing report from the Clerk on advice received to date in respect of granting a lease to the Sports Pavilion Management Committee had been circulated by email prior to the meeting and was noted.

12 Committees' and Councillors' Reports

- 12.1 Youth Engagement** – As Cllr Deacon was not present at the meeting there was no report.
- 12.2 Newick Village Hall Management Committee (NVHMC)** – The minutes of NVHMC meeting held 10th July 2019, attended by Cllr. Wickens, had been circulated in advance of the meeting and were noted. It was agreed that Cllr. Armitage would attend the next meeting to be held 11th September.
- 12.3 Newick Rootz** – The minutes of the July meeting of Newick Rootz had been circulated by email in advance of the meeting and were noted. An email had been received asking the Parish Council to consider taking action in respect of various paths around the village which might at some point be in danger of being lost. It was agreed that further investigation should be made into the possibility of getting routes 2, 4 and 6 (as detailed in email of 15/07/19) dedicated as public rights of way and that funds of up to £150 would be made available to reimburse the cost of any research that might be required. It was reported that Rootz members intended to carry out clearance work on the twittens that form part of footpath 21. However, Barcombe Landscapes are contracted to trim these areas as part of their grounds maintenance contract. The Clerk agreed to contact Barcombe Landscapes and find out when they would next be strimming these paths. **Action Clerk**
- 12.4 Twitter** – Cllr Phil Tibbs advised that, should the Council wish him to, he would be willing to set up a Twitter account on behalf of the Parish Council and to maintain it. This was agreed in principle and Cllr Tibbs will make further investigations and report back to the next meeting. **Action Cllr. Tibbs**
- 12.5 Community Engagement** – It was reported that the Community Centre had been booked for the morning of Saturday 31st August for a community engagement event. Cllr. Thew would take the lead on this event. A draft poster advertising the event had been circulated prior to the meeting and was approved. The Clerk was asked to advertise the event on the village notice boards, website and Facebook. A request was made for Action in rural Sussex to be informed. **Action Clerk/Cllr Thew**
- 12.6 New Councillor Training Feedback** – Cllrs. Kim and Phil Tibbs reported that they had found the new councillor training to be useful but that, like others who had attended recently, they had been disturbed by the message that Parish Councils should accept that development will happen and that, instead of resisting, they should make the most of the opportunities it would bring.
- 12.7 Review of Committees and external representative roles** – In view of the fact that several new councillors had been co-opted, it was agreed that the following appointments should be made to committees:-
 Cllr. Kim Tibbs to join the Planning Committee
 Cllr. Victoria Marchant to join the Environment & Recreation Committee (subject to her agreement)
 Cllrs. Brian Hodge, Kim Tibbs, David Marchant and Chris Armitage to re-form the Finance & General Purposes Committee, first meeting to be held on 10th September 2019.
 It was agreed that Cllr. Armitage would represent the Council at the CPRE AGM to be held 06/09/19

13 Informal update to be posted on social media – It was agreed that Cllr. Hodge would prepare this month's informal update to be posted on Facebook and the parish website. Items to be included:-

- Co-option of Cllr David Marchant
- Grants awarded to Newick Primary School & Newick Rootz
- Early repayment of PWLB loan
- Community engagement event 31/08/19
- Retirement of Clerk
- New Clerk contact details and office opening days/times

14 Request from NEASSA to use KGVPF for VE Day Celebration event 8th May 2020 – This item had been brought forward and dealt with earlier in the meeting.

15 Request from Newick Rugby Club to hold Family Day on Manwaring Robertson - This item had been brought forward and dealt with earlier in the meeting.

16 Consultation on Street Closure for Newick Bonfire Celebrations 2nd November 2019 – It was agreed to support this application.

17 Draft updated emergency plan – Copies of the draft updated emergency plan had been circulated by email prior to the meeting. It was agreed that Parish Councillors should be named in the plan as those responsible

for cascading information in the event of an emergency and that an annual test should be put in place to see whether or not the system works. The Clerk was asked to send out forms to all those named in the emergency plan to obtain their permission to hold their personal details. **Action Clerk**

- 18 Items for the next agenda** – It was agreed that the following items would be included on the next agenda:-
- Twitter – Cllr. P Tibbs
 - Speed Watch
 - Youth Engagement – Cllr. Deacon
 - Social media update

The meeting closed at 9.17 p.m.

Signed.....Chairman

Date.....

Mrs SE Berry, Clerk to the Council
newickpc@newick.net – 07521 511643