

Newick Parish Council

Minutes of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 28th July 2020. This meeting was held virtually using Zoom software.

Present: Councillors C. Armitage, B.Hodge, D. Marchant, V. Marchant, M. Thew, B. Whitlock, T. Whitlock, C. Wickens and K.Wrench

In Attendance: Mrs E. Reece (Clerk)
Mrs S. Berry (Locum Clerk)
Mr Roy Burman (District Councillor) joined at 7.11pm

An audio and visual recording was made of the meeting

The meeting commenced at 7.01pm

1. **Apologies for Absence** – Apologies had been received from Cllr. Deacon.
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 D Marchant declared an interest in 8.6

Cllr. B Hodge joined at 19.01

3. **Exclusion of the Press and Public** – None.
4. **Questions or Statements by Members of the Public** – None.
5. **Co-option of up to one new councillor (if candidates have put themselves forward)** – No candidates had put themselves forward.
6. **Report from Lewes District Councillor Roy Burman** – This item was moved to later in the meeting.
7. **Approval of draft minutes of the Parish Council meeting held 30th June 2020** – These were approved.
8. **Planning:**

8.1 Consideration of Planning Applications: (if any)

LW/20/0397	The White Cottage Sharpsbridge Lane Demolition of an existing non-original conservatory. New single-storey bay extension and replacement of greenhouse glazing and framing. Replacement of non-original sliding door with oak hardwood bi-fold doors. Replacement of non-original entrance door and side transom, side utility door and timber porch posts. (Companion Planning Ref: LW/20/0397) It was unanimously agreed to make no comment
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8.2 Approvals/Refusals etc.

It was noted that the following applications had been **approved** by Lewes District Council;

LW/20/0160 1 Harmers Hill - Planning Application for Erection of veranda to replace entrance porch extension, pitched roofs to existing flat roofed areas, replacement pitched roof to existing single-storey building incorporating raising the ridge, front bay window extension, two new rooflights and rear covered external area

LW/20/0238 44 Church Road - Householder for Replacement of front porch including new lobby

LW/20/0292 Oak House Narrow Road - Planning Application for Construction of a disabled access ramp and a small porch extension to the front

- 8.3 Tree Works Applications – There were none.
- 8.4 Update on Mitchelswood Farm Inquiry – It was noted that the site meeting is scheduled for 31st July. Cllr. Wickens explained the result of the Inquiry is expected 6 weeks after the hearing closes.
- 8.5 Update on 55 Allington Road – It was noted that the Parish Council's comments for the appeal were not loaded onto the LDC planning portal.
- 8.6 Update on LW/20/0124 Vernons Road/The Rough – It was noted that when the LDC Planning Committee considered this application, it was declined.

Roy Burman joined the meeting at 7.11pm

- 8.7 Update on Woods Fruit Farm – Whether the NPC should make further comment was discussed. Cllr. Wickens stated the application is a departure application and the definition of this term was explained. Cllr. Hodge said he felt that further comments should be made. Cllr. Wickens proposed that Cllr. Hodge assist in writing a reply and circulate to all Councillors for approval
- 8.8 To discuss concerns regarding Lewes District Council processing and planning portal – Cllr. Wickens outlined a catalogue of errors that had occurred over recent months. Cllr. Wickens confirmed that Cllr. Armitage has written to LDC raising some of the issues. The managerial roles of LDC were discussed. Cllr. Armitage stated that the Clerk to LDALC may not have invited Leigh Palmer to the most recent LDALC meeting so further complaint was not appropriate on this particular matter. Cllr. Armitage suggested a letter of concern be sent to Ian Cotteral and Mr Burman stated the letter could come to him and he could follow the matter up further. The option of inviting Leigh Palmer for an informal virtual meeting was suggested as an alternative. Mr Burman suggested he attend the meeting. It was agreed that the Cllr. V Marchant would contact Mr Palmer to introduce herself as a new Councillor and invite him to a Microsoft Teams meeting to discuss issues further.
- 8.9 To agree Planning Resource rota for August and September – It was agreed that Cllr. Armitage was happy to continue for August.
- 8.10 To discuss the LGA's open statement on planning and if NPC should register its support – It was agreed that the NPC would register its support.

Item 6. Report from Lewes District Councillor Roy Burman - Mr Burman discussed that some LDC facilities are reopening. The annual LDC meeting happened last week and a new leader was nominated and agreed. Cllr. Burman stated there had been little action in the Council of late and that the reflection on LDC finances have been severe due to Council Tax income, rental income and business rates not being received. Many staff still working from home and service levels have improved.

Mr Burman left the meeting at 7.41pm

- 9. **Clerk's Report** – To note report from Clerk including correspondence received in July 2020. The following items were reported;

- Seasonal flagpoles
- PSDF value
- Clerk Annual leave
- Sports Club rent
- D Sankey contract termination
- Community Centre wall
- Scout hut skip
- Community Centre Access
- Youth activity and PCSO concerns

- 10. **Report by Clerk on any action taken under Delegated Powers in consultation with Chairman and/or Vice-Chairman.** The Clerk reported graffiti had appeared last week at the skate ramp and that a quote of £100 had been received during the meeting from Newick Window Cleaning to remove as quickly as possible due to the offensive nature of the markings.

11. Financial Matters:

- 11.1 To authorise Schedule of Payments for July 2020 and arrangements for approving payments
It was agreed Cllrs. Armitage and Thew would authorise the following payments;

List of Payments made between 01/07/2020 and 31/07/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/07/2020	Barclays Debit Card	Topup July	261.98		Top up July
31/07/2020	SSALC Ltd	11642575	36.00		Cllr Training Course
31/07/2020	SSALC Ltd	391167711	36.00		Cllr Training
31/07/2020	Telefonica UK Ltd	DD	16.63		Monthly phone line rental
31/07/2020	East Sussex Pension Fund	974750625	460.35		Pension contributions
31/07/2020	HM Revenue & Customs	395290754	331.84		HMRC payment
31/07/2020	Mrs E Reece	412872532	1,349.14		Clerk Salary
31/07/2020	M&M Services	208748239	72.00		Flag poles
31/07/2020	Sussex Sign Centre	131036159	92.40		No ball games sign
31/07/2020	Newick Window Cleaning	115677190	125.00		Bus Shelter Clean
31/07/2020	Information Commissioner	DD	35.00		Data protection ICO
31/07/2020	Matmos Computer Systems	186721583	58.79		Ink
31/07/2020	Mr P Howes	718507537	378.00		Village Handyman
Total Payments			<u>3,253.13</u>		

The following payments have already been made and were reported to the Council;

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/07/2020	The Flag Shop	DC	82.85		Seasonal flags
31/07/2020	The Flag Shop	DC	19.95		Replacement union flag
31/07/2020	Cartridge People	DC	119.80		Cyan and Magenta Toner
31/07/2020	Cartridge People	DC	24.99		White A4 paper
31/07/2020	Zoom Video Communications Inc	DC	14.39		Monthly Zoom subscription
Total Payments			<u>261.98</u>		

- 11.2** To note quarterly bank reconciliation checked by Chairman – It was noted that the Chairman had checked the reconciliation and that in future, bank statements would be circulated.
- 11.3** To receive statement of performance against budget as at end June 2020 – this was received.
- 11.4** To consider grant applications received (S. 137 LGA 1972) (if any) – there were none.
- 11.5** To consider quotes (if received) including fingerposts, flagpole repair and community centre wall. No fingerpost quotes had been received and it was agreed that the Locum clerk would source further quotes for the fingerposts and the wall.
- 11.6** To review the following policies;
- CCTV code of practice
 - Co-Option procedure
 - Freedom of information policy
 - Freedom of information scheme

- Gifts and Hospitality
- Health and Safety
- Dealing with consultation requests
- Access over Council owned land
- PAT testing
- Dealing with enquiries
- Village Hall custodian trustee audit
- Child Protection Policy
- Policy Statement The Green
- Condition of hire Playing Fields
- Training policy
- IT back up procedure
- Policy for website use
- Severe Weather Policy

All policies apart from IT back up procedure, policy for website use and Child Protection Policy were approved without amendment.

IT back up and plan website use would be reviewed in future.

12. Environment & Recreation;

- 12.1** Report from Councillors on completion of Annual inspection of assets – Cllr. Thew discussed the action points on the report. Larger amounts of litter were seen during the inspection. Bench maintenance was discussed and the funding of renovation. Cllr. Wickens suggested that the residents were asked to volunteer. Cllr. Armitage suggested a youth group. Cllr. Thew asked Sue Berry what the historical approach was, and Sue gave a summary. Having a skilled person doing the work was discussed. It was agreed to ask people or a society to adopt a bench in the next Newsletter with the NPC paying for materials. The village green inspection identified further issues. It was agreed the Clerk would contact Barcombe Landscapes to discuss the turf damage on the green. Newick Village Stores still has issues outside the shop front and Cllr. Thew agreed that she would draft a letter. Cllr. Armitage would include hedges and fences in the Newsletter article for September. A climb proof paint on Youth Shelter sign has come off and cannot be located. It was agreed to ask the Village Handyman to clean up the signs on the Scout Hut. The car parked long term in the Community Centre car park was discussed and it was agreed a letter should be sent to the owner.
- 12.2** To consider Keep Britain Tidy event in September – Cllr. Thew discussed the Covid friendly advice which has been issued by Keep Britain Tidy. This matter was to be included in the September Newsletter.
- 12.3** To consider email from Tony Turk regarding Local Wildlife Site at Newick Common – Cllr. Thew confirmed that she had researched Local Wildlife Sites and that normally local volunteer groups maintained these type of sites. Cllr. Wickens confirmed that Rootz would be having an October work day covered by LDC insurance.
- 12.4** Skate Ramp/Bike track report from Cllr. Deacon – Cllr. Deacon was not in attendance and it was agreed to add the matter to the August meeting agenda

13. To consider email from Baroness and Mr Cumberlege dated 24th June – Cllr. Wickens confirmed that she had discussed the concerns raised by the Cumberleges with them. Cllr. Wickens suggested that in the future a meeting was held. In the meantime an email would be sent thanking them for what they are doing, acknowledging that NPC understands the points raised and would be discussing strategy at a later date. Cllr. Hodge suggested raising the issue with the village via the September Newsletter and consider what approach may be taken going forward. Cllr. Thew agreed with Cllr. Hodge that a good opportunity to thank them publicly and include appeal for expertise in the future. It was discussed that Parish Councils are unable to have money 'just in case' of a future planning issue.

14. To consider request from John Lawson Circus for use of the Green Monday 26th to Wednesday 28th April 2021 – This request was approved.

15. To agree newsletter content for Autumn 2020 edition – A draft list of articles was discussed, and it was agreed to include articles from the Chairs of the PC Committees by 14th August.

16. To agree author and content of monthly Social Media update – Cllr. Thew volunteered to draft a statement for social media.

17. Report from Cllr. B and Cllr. T Whitlock on virtual SSALC Councillor training attended – Cllr. B & T Whitlock attended two Councillor training meetings and reported that despite connection issues with one of the meetings, they were worthwhile, and they understood the standing orders in more depth.

18. To consider Website Accessibility – Cllr. T Whitlock and quote of £50 from UBE to add google analytics and accessibility statement – Cllr. T Whitlock has discussed the changes required with the website administrator. The administrator is now correcting the issues and adding a number of features that will improve accessibility. The Council agreed that the work would be completed, and Google analytics will be added at a cost of £50.

19. To discuss continued approach to COVID-19 outbreak – Cllr. Armitage stated that NCR was ready to restart again if needed. The deadline of planning consultations was discussed and a separate planning meeting may be required in August if the deadline of a case is not extended by LDC.

20. Items for next agenda

- **Skate ramp**
- **Data retention policy review**

The meeting closed at 8.51 pm

Signed.....Chairman

Date.....

Mrs E Reece, Clerk to the Council
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