

Newick Parish Council

Minutes of the Meeting of Newick Parish Council held at 7.00 p.m. on Tuesday, 28th April 2015 in the Sports Pavilion, King George V Playing Field, Allington Road, Newick.

Present: Councillors C. Allen, N. Berryman, R. Houghton, C. Jago, J. Lucas (Chairman of the Parish Council), Mrs J Sheppard, Mrs J Smerdon, Mrs M Thew, and Mrs C Wickens.

In Attendance: Mrs S. Berry (Clerk)
District and County Councillor Mr. J. Sheppard

An audio recording was made of the meeting

1. **Apologies for Absence and to consider whether to approve reasons given:** – Apologies had been received from Cllrs. C. Armitage (prior engagement) and G. Parker (work commitments). It was agreed to note the reasons for these absences. It was unanimously agreed that in the future reasons for absences, if given, should be noted rather than approved.
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. Mrs Smerdon declared a personal interest in agenda item 12 as Chairman of Newick Lawn Tennis Club.
3. **Exclusion of the press and public** – It was resolved to exclude any members of the press and the public present during discussion of agenda item 8.4 (Neighbourhood Plan) in view of the confidential nature of this item (legal matter). It was agreed that, for the convenience of any members of the press and public who might be present, agenda item 8.4 should be the last item to be considered.

4. Questions or Statements by Members of the Public

PCSO Sally-Ann Reed’s Monthly Report/Neighbourhood Watch Report

PCSO Sally-Ann Reed had sent her apologies that she was unable to attend the meeting. Her written report was distributed at the meeting and was noted.

The Neighbourhood Watch Coordinator gave a verbal report on issues that had been reported to her including suspicious callers, break-ins to outbuildings, an intruder in a garden and a suspicious vehicle.

5. **Approval of the minutes of Parish Council Meetings held 31st March and 14th April 2015** – It was agreed by those who had been present that the minutes of the Parish Council meetings held on 31st March and 14th April 2015 could be signed as a true record.
6. **Clerk’s Report** – A report from the Clerk regarding the following matters arising from the meeting held on 31st March 2015 was noted:-

Agenda item	
10.10	Newick Sports Pavilion Management Committee secretary and chairman had advised that the committee was not yet planning to build a new sports pavilion. This was a long term ambition which had not been properly considered, therefore it would not be appropriate to make an application for LEADER funding at the present time.
10.11	East Sussex Hearing Resource Centre had reported that they only had two visitors when they came to Newick on 16 th April and that one of these was somebody from Buxted who had made a prior appointment.
11.1	The proposal from Southdowns Environmental Consultants had been received. This would be considered in the first instance by the Playing Fields Committee along with quotations from other contractors, once these had been received. A site meeting with D. Sankey Ltd took place on 1 st April 2015 when the pest controller gave a demonstration of the mole treatment method currently used. Subsequent correspondence with D. Sankey indicated that the cost of this treatment would be likely to increase with effect from May. Quotations would be sought from other contractors for comparison purposes.

11.5	The audited accounts and annual return had been received from Newick Village Hall Management Committee in accordance with the Custodian Trustee Audit Plan.
11.8	Flags had been purchased as agreed and the flagpoles would be erected on 1 st May.
12	It had been clarified by East Sussex County Council Highways that traffic mirrors were not permitted at highway junctions in any circumstances. This meant that it would not be possible for a mirror to be placed in Church Road opposite the road leading to the Church. It was confirmed that the Clerk would write to Mrs Roberts to advise her of this.

7. **Action taken by the Clerk under Delegated Powers in consultation with the Chairman and/or the Vice – Chairman.** It was reported that the Clerk had been in correspondence with the owners of Pound Cottage regarding a section of The Green being fenced off whilst building work was being carried out to the property.

8. **Planning:**

8.1 **Applications:** There were no planning applications for consideration at this meeting.

8.2 **Approvals/Refusals etc.** – It was noted that planning permission had been **granted** by Lewes District Council in respect of planning application **LW/15/0158 54 Cricketfield** – Planning application for single storey rear extension.

8.3 **Tree works applications** – It was noted that the Parish Council's Tree Warden had not made any comment in respect of tree works application **TW/15/0031/TCA 9 Allington Road** – 1x Beech - crown reduction by 30% Line of Beech - crown reduction/pollard by 50%, remove lower side branches 1x Ash - crown reduction by 30%, Line of Horse Chestnut - crown reduction of 25%.

8.4 **Neighbourhood Plan** – In accordance with the resolution made under agenda item 3 above, this item was deferred to the end of the meeting.

9. **Financial Matters:**

9.1 **To authorise Schedule of Payments for April 2015** – It was resolved to approve the Schedule of Payments for April 2015:-

Payee	Item	Invoice Amount	Cheque Number
S.E. Berry	Clerk's Salary	£693.84	Standing Order
S.E. Berry	Reimbursement for items purchased by Clerk on behalf of Parish Council	£196.08	200957
Post Office Ltd	Tax and NI from Clerk & PC	£229.89	200958
East Sussex Pension Fund	Pension Contributions from Clerk & PC	£248.93	200959
D. Sankey Ltd.	Routine Mole Treatment - KGVPF	£50.40	200960
Dunston Electrical Contractors	Portable Appliance Testing	£18.00	200961
East Sussex ALC Ltd	ESALC & NALC Subscriptions 2015/16	£682.45	200962
NVHMC	Hire of village hall and storage charge	£282.00	200963
Mrs L.M. Farmer	Admin assistance to Clerk	£85.44	200964
Mr D. Burtenshaw	Repair to skate ramp	£72.00	200965
R.C. Allen	Mileage expenses for attending meetings	£15.75	200966
Ms. S. Orwin	Village Maintenance	£280.00	200967
Total		£2,854.78	

Income in April 2015

Cooperative Bank	Interest (02/04/15)	£0.22
Barclays Bank	Interest (01/04/15)	£77.59
Mrs Edelston	Access over PC land - 6 Vernons Road	£5.00
Mrs Tovey	Access over PC land - 36 The Rough	£5.00
Lewes DC	Precept & Grant (1st instalment)	£27,200.00

UK Power Networks	Wayleave Agreements	£116.85
Newick Bonfire Society	Grant for play area upgrade	£500.00
John Lawson's Circus	Hire of The Green for Circus	£100.00
Total		£28,004.66

9.2 To note Statement of Performance against budget (Outturn) as at end March 2015 – The outturn for March 2015 had been circulated in advance and was noted. It was proposed that the end of year surplus of £8629 should be transferred to the Sports Pavilion reserve (£5,000) and the General reserve (£3629), this was unanimously agreed.

9.3 Risk and Management Controls – It was noted that the Chairman of the Finance & General Purposes committee had carried out the quarterly checks on the calculation of the Clerk's salary, the bank reconciliation and the IT controls on 9th April 2015. An updated copy of the risk and management controls document had been circulated in advance of the meeting and was noted.

9.4 To note receipt of precept – It was noted that the first instalments of the precept and grant from Lewes District Council had been received and that funds had been transferred to the Parish Council's accounts with Barclays and Cambridge & Counties Banks.

9.5 Contingent Liabilities – It was confirmed that members were not aware of any contingent liabilities.

10. Correspondence – the following items were noted:-

10.1 ESCC Highways – Details of patching works in Oldaker Road – this had been forwarded to councillors 24/3/15.

10.2 Friends of Newick Health Centre – A letter of thanks for the grant towards the purchase of a defibrillator.

10.3 SSALC – Update on new documents to be found on NALC website – this had been forwarded to councillors 30/3/15.

10.4 Mr A. Thomas – Emails regarding reasons given for non-attendance at meetings – a copy had been circulated with the agenda. This correspondence was noted with reference to the agreement that had been made in agenda item 1 above that in future reasons for absence, if given, would be noted rather than approved. In the case of a prolonged absence, it was agreed that consideration would be given to approving the absence based on the individual facts of each case before the period of absence reached six months. (Local Government Act 1972 S.85 (1)).

10.5 Came & Company – Insurance newsletter – this had been forwarded to councillors 31/3/15.

10.6 ESCC – Request for information regarding grass cutting contractors – this had been forwarded to Barcombe Landscapes with a request for the information to be supplied. It was reported that Barcombe Landscapes had responded direct to East Sussex County Council.

10.7 ESCC Highways – Spring newsletter – this had been forwarded to councillors 31/3/15.

10.8 Mr G. Loveman – Email regarding draft minutes that were not on the website. A copy of the response sent by the Clerk had been circulated with the agenda and it was agreed that no further action was required.

10.9 Newick Village Society – Letter regarding the Neighbourhood Plan. A copy of this letter had been circulated with the agenda and was noted.

10.10 NHS England – Notification of oral hearing 15/05/15 – this had been forwarded to councillors 2/4/15. It was agreed that, if re-elected to the council, Cllr. Jago would represent the Parish Council at this hearing.

10.11 LDALC – Minutes of meeting held 16/3/15 – this had been forwarded to councillors 8/4/15.

10.12 SSALC – Items for meeting with Chief Constable – this had been forwarded to councillors 13/4/15 but no items had been put forward.

10.13 Mr A Thomas – Emails regarding statements attached to minutes. Copies of this correspondence had been circulated with the agenda. It was agreed that as a general rule statements made at meetings, either by councillors or by members of the public, would not be attached to the minutes unless there were special reasons for doing so.

10.14 NALC – Plans for improvement and promotion of the sector – this had been forwarded to councillors 17/4/15.

10.15 Resident of Church Road – query regarding fencing of garden – this had been forwarded to Lewes District Council and confirmation received that fences over one metre in height would need planning permission. It was noted that the resident had asked further questions about hedging and that the Clerk was looking into this matter.

10.16 The following regular items had been received and would be circulated in the Member's Envelope -
Rural Services Network – Email News Digest 7th, 13th, 20th, and 27th April 2015, Rural Vulnerability Service – April 2015 (Rural Broadband & Fuel Poverty), Spotlight on Rural Housing, Spotlight on the Heart of the Village and Rural Opportunities Bulletin – April 2015.
3VA e-newsletters 201, 202, 203, 204, and 3VA Training Programme 2014/15
Locality – New programmes, grants and network launch

11 Committees' and Councillors' Reports:

11.1 Playing Fields Committee – There had been no meeting this month.

It was reported that the tender contract for the play area upgrade had been signed by Lewes District Council. The Clerk was asked to find out the timescale for the work to be carried out as the council did not want the play area to be closed during the school summer holidays.

The Conditions of Use by hirers of King George V Playing Field and the Manwaring Robertson Field was reviewed and the amended draft approved for publication.

11.2 Environment Committee – There had been no meeting this month.

The minutes of the Strengthening Local Relationships meeting with East Sussex County Council (ESCC) Highways staff held on 8th April 2015 had been circulated in advance of the meeting and were noted. Cllr. Mrs. Smerdon reported that she had met with ESCC Traffic and Safety Manager, Ian Johnson, and the School Crossing Patrol Supervisor to discuss parking and road safety issues near to the school. The issues would require further consideration by the school governors before being progressed.

It was reported that the loose metal drain cover in the High Street was due to be repaired very shortly.

11.3 Tree Warden – It was noted that debris from a felled tree had been dumped in the Manwaring Robertson Field near to the rear fence of a property in Allington Road. This matter was deferred for further consideration by the Playing Fields Committee.

It was agreed to accept the quotation of £220 + VAT from RW Green Ltd. for the inspection of the oak tree at the junction of Powell Road and Oldaker Road.

11.4 Newick Rootz – Notes of the meeting of Newick Rootz held on 9th April 2015 had been circulated in advance of the meeting and were noted. It was highlighted that following a site meeting with a resident, the problem of a gap beside the kissing gate at the corner of the Manwaring Robertson Field and a nearby damaged fence had been reported to the landowner. It was reported that Newick Rootz had carried out improvement work to some steps in Mill Wood and that the cost of the materials would be paid for from the footpaths budget.

11.5 Newick Village Hall Management Committee (NVHMC) – It was reported that planning permission had been granted for the new disabled exit and a contractor had been selected to carry out this work.

11.6 Allotments – There was nothing to report.

11.7 Website – It was reported that a quotation of £75 + VAT had been received for setting up a new web page on newick.net for the Community Centre. This information had been passed to the Community Centre Committee for a decision on whether or not they wished to proceed.

11.8 CCTV Management Group – Notes of the meeting of the CCTV Management Group held on 14th April 2015 had been circulated in advance of the meeting and were noted. Cllr. Allen reported that he had experienced difficulty in updating the CCTV Code of Practice to incorporate the twelve principles contained in guidelines issued by the Information Commissioner's Office and that he had been unable to obtain advice on this from local sources. It was agreed that an approach would be made to NALC to ask it to prepare a template for local councils to use.

It was noted that the internal CCTV cameras at the Sports Pavilion would have to be temporarily removed while work was taking place to replace the lights in the pavilion and make good the ceiling.

12 Request from Newick Lawn Tennis Club for permission to place a temporary banner on The Green – It was agreed that permission would be given for Newick Lawn Tennis Club to place a banner on The Green for one week to advertise the Great British Tennis Weekend. It was noted that the date for this event had been changed to 27th June 2015.

13 Request from Newick Bonfire Society for Newick Parish Council to meet the cost of providing portable toilets for Bonfire Celebrations 31/10/15 – It was agreed that the Parish Council would meet the cost of providing four portable toilets for Newick Bonfire Celebrations (£340 + VAT).

14 Items to be referred to the next agenda – A request was made for a survey of overhanging vegetation and the condition of the pavements throughout the village to be carried out and for this matter to be on the agenda for the next meeting.

At 8.40 p.m. in accordance with the resolution made under agenda item 3 above the council discussed the following matters in confidence. There were no members of the press or public present at the meeting.

8.4 Neighbourhood Plan – An update was given on the current position regarding the application for a Judicial Review as advised by Lewes District Council. The Council was updated on a potential resolution of the Suitable Alternative Natural Green Space (SANGS) issue affecting sites identified for development in the Neighbourhood Plan, the details of which were not disclosed as contracts were being negotiated.

It was noted that the Chairman of Chailey Parish Council had made an informal approach to two members of the council to ask for advice on preparing a Neighbourhood Plan. It was agreed that he should be asked to make a formal approach to the Parish Council via the Clerk or to approach Lewes District Council.

Cllr. Jago called for a vote of thanks to Cllr. John Lucas for the excellent job that he had done during his time as Chairman of the Parish Council.

The meeting closed at 8.55 p.m.

Signed:Chairman

Date: