

Burwash Parish Council

Minutes of the Annual General Meeting

Held on the 14th May 2019, at 7.00pm in the Parish Room (Internet Resource). Please note meeting reports are available at: <http://www.burwash.org/parish-Council/meeting-reports.html>

Present

Chair Cllr McBride MBE, Vice-Chair – Cllr S. Moore, Cllr Beeston, Cllr Caulkin, Cllr Franklin, Cllr Mann, Cllr N. Moore, Cllr Newman, Cllr Newson Cllr Rees and Cllr Wraight

Public Time

- a. Councillors were asked about their reply to the National Trust about the state of the buildings in light of the letter received from the General Manager at Batemans on behalf of Nicola Briggs the Regional Director – Councillors confirmed they would discuss the item under correspondence.
- b. It was questioned why there was not a contested election. The Chair explained that it was uncontested as there were only 12 people who put in their paperwork to Rother District Council on time. The Council can co-opt the remaining vacancy within 30 days.
- c. A resident asked the Council to request that the section of hedge in the Bear Car Park which was removed to facilitate building works be replaced. The resident queried whether permission had been given for the gate onto the car park.
- d. **RESOLVED** – The Clerk will write to Rother to clarify the situation.

1. To elect the Chair for the ensuing year

Cllr McBride was elected as Chair.

2. To elect the Vice Chair for the ensuing year

Cllr S. Moore was elected as Vice-Chair.

3. Apologies for Absence

Apologies received and noted from – Cllr Kenny

4. Disclosures of Interest

Cllr Franklin declared an interest in Oakleys garage.

5. Accuracy of the minutes of the previous meeting

RESOLVED – minutes of the Council Meetings held on:

- a. Full Council 09/04/19 as a correct record of the meeting.

6. Correspondence to the Clerk

- a. Councillors discussed the reply from Bateman's re the buildings near Rye Green Farm.
RESOLVED – Due to the continuing issue of the safety of the buildings and the comment on 'no committed plans' the Council will write again to a more senior figure to ask that the condition of the buildings be addressed and that the NT commit to consulting with the community before any proposed plans are brought forward.
- b. Councillors were asked to note the police drop-in session at 2pm on the 25th May at Ticehurst village hall. The PCSO has asked to be notified of any current issues.
- c. The Council had received thanks from the owner of the property where the Burwash sign has been reinstated, for the replanting of the flowers.

- d. The company Penna have been in contact to offer up to 80 volunteers for local community projects. They are already helping the school and Free Rein.

RESOLVED – Councillors would draw up a list of potential ideas to come to Council in June.

- e. The Clerk has sought further legal advice on Down Meadow. The Council has several different documents showing the outline of Down Meadow and the leylandii marked on them to be within the Down Meadow boundary including the original site plan from Millwood Homes from 1997 and an independent survey done in 2009 by a registered Chartered Land Surveyor. The land registry document ESX244688 is deemed to be a correct outline of the land known as Down Meadow, transferred to the Parish Council.

RESOLVED – The Council’s view is that the additional maps as well as the Land Registry entries show that the land transferred to the Council, and as delineated on the plans, includes the land in question containing the leylandii trees. The Council will seek further expert advice on the management of Down Meadow and bring the paper to Council. Once a way forward has been agreed at Council they will consult with residents whose properties back on to Down Meadow, and with users of the meadow.

f. Report from District and County Councillors

Councillors noted and congratulated District Councillors Cllr Kirby-Green and Cllr John Barnes on their re-election.

- i. **District** – Cllr Kirby-Green reported that the District Council now comprises of 14 Conservative seats, 13 Independents, 7 Liberal Democrats, 3 Labour and 1 Green. All parties except the Conservatives have formed the Rother Alliance coalition to take control of the Council. In light of the requests made by the Parish Council, Save our Fields and local residents, Councillor Kirby-Green personally asked Rother’s Head of Planning Tim Hickling to support holding a hearing or enquiry for the Strand Meadow Appeal. He declined so to do.
- ii. **County** – Cllr Barnes confirmed that the work on the A265 between Hurst Green and Heathfield now had the highest priority. A date is likely to be set soon and temporary work will be carried out to make the current potholes safe until the full repair work can take place. The current efficiency savings, pooled business rates and underspend are all positive impacts for next year’s £18 million deficit. However, there is still a deficit and the delay of the Green Paper on Older People continues to impact East Sussex because of its high level of older residents.

7. Finance (standing item)

Finance (standing item the RFO reported on:

- a. The bank balances at 31/05/19 were £45,339.00
- b. **RESOLVED** – to approve the following payments. The Chairman signed the approved payment schedule.

Payment Schedule	Cheq No.	Amount	
EDF	D/D	£59.00	Monthly Payment
Pet Waste Solutions	S/O	£114.00	Monthly Payment
Adam Watts	S/O	£15.00	Monthly Payroll

NEST Feb Payment	D/D	£60.46	Employee contributions £32.98 Employer £27.48
Jane Clarke	S/O		Clerk's Salary
Cityscapes Maps	102410	£2,328.00	Reissued cheque as pervious missing
Jane Clarke	102411		Additional Salary paid by cheque until S/O changed
Clerk's Expenses	102412	£370.46	Phone, Oak Beam, APA Posters and Banner, Stamps
HMRC	102413	£247.93	£71.80 Employee Tax, £81.92 NI Employee Contribution, £84.21 Employer NI Contribution
Handy Person	102414	£323.96	Painting remaining fingerpost, grass cutting, grit bins and work on the burwsh sign
Pet Waste Solutions	102415	£29.00	Extra Payment
Orchard Landscapes	102416	£683.35	April cuts
Viking Direct		£142.84	Already have credit on account this clears it down to £307.16
SLCC Membership	102417	£47.00	
Rialtas	102418	£330.00	End of Year Close Down
Peter J Consultants	102419	£198.90	Grant awarded Jan 2019 for grants 2019/20
BACT Grant	102420	£1,000.00	Grant awarded Jan 2019 for grants 2019/20
Burwash Bonfire Grant	102421	£350.00	Grant awarded Jan 2019 for grants 2019/20
Burwash Brownies and Guides Grant	102422	£400.00	Grant awarded Jan 2019 for grants 2019/20
Burwash Cricket Club Grant	102423	£600.00	Grant awarded Jan 2019 for grants 2019/20
Burwash Playing Fields Association Grant	102424	£1,250.00	Grant awarded Jan 2019 for grants 2019/20
Burwash Scouts	102425	£299.00	Grant awarded Jan 2019 for grants 2019/20
Burwash W&C MF Playing Field Grant	102426	£2,000.00	Grant awarded Jan 2019 for grants 2019/20
Burwash Weald Cricket Club Grant	102427	£600.00	Grant awarded Jan 2019 for grants 2019/20
St Barts Grant	102428	£1,250.00	Grant awarded Jan 2019 for grants 2019/20
St Philips Grant	102429	£1,800.00	Grant awarded Jan 2019 for grants 2019/20
Village Hall Grant	102430	£850.00	Grant awarded Jan 2019 for grants 2019/20

- c. Members are asked to receive and note the
 - i. Budget Monitor - Nothing to note in the first month
 - ii. Statement of Earmarked Reserves – Earmarked Reserves now at £36,816.65 there have been no additional allocations of funds from the end of year. The RFO asked that recommendations be made at the next Finance Committee meeting.
 - iii. Bank Reconciliations – Are at £0 as they should be
- d. Internet Café income for April is at £14.85
- e. End of Year – The Clerk had previously sent all end of year documentation to Councillors to review in preparation of the submission to the external auditors. No comments were received or made.

- f. Report from Internal Auditor from 07/05/19 gave a positive summary. The only item to note 'It is now understood that any Income generated should first be passed through the Council's Books. This was not being followed in previous periods, but the person who oversaw the Café has recently resigned.'
- g. Council reviewed the 2018/19 Annual Return Statements
RESOLVED – Council agreed to the proposed Annual Return Statements and the Chair signed them.
- h. Councillors reviewed the dates of the Exercise of Public Rights
RESOLVED – For the public rights to start the 17th June 2019 to the 26th July 2019.
- i. Councillors reviewed the preferred suppliers for 2019/20
RESOLVED – To agree the preferred suppliers as presented in the Clerk's report.
- j. Councillors to agree the cheque signatories for the ensuing year
RESOLVED – Cllr Franklin, Cllr Mann and Cllr S.Moore to be added as signatories.
- k. Financial Regulations
RESOLVED – Councillors agreed the current financial regulations.

8. Co-option

RESOLVED – By a show of hands Declan O'Neill was co-opted onto the Council.

9. To appoint the membership of the Standing Committees

Councillors are asked to resolve and confirm Councillors represented on the following committees, please note the Chair and Vice-Chair of each committee will be voted at the first meeting of each individual committee:

- a. Planning Committee – Councillors Beeston, Caulkin, Franklin, Mann, McBride, N.Moore, S.Moore, Rees and Wraight: Total = 9
- b. Finance Committee – Councillors McBride, N. Moore, S. Moore, Newman and Newson: Total = 5
- c. HR Committee: Councillors Kenny, Franklin, Mann, McBride and S.Moore = Total 5

10. To appoint Councillors to serve as representatives on the following working/steering groups and bodies:

Councillors are asked to resolve and confirm Councillors on:

- a. Neighbourhood Plan – Councillors Kenny, Mann, Rees, N.Moore, S.Moore and Newson
- b. Community Hub Group – Councillors Caulkin, McBride and Rees
- c. Internet Café Liaison Group – Councillors Caulkin, McBride and Rees
- d. Rother Association of Local Councils (RALC) – Councillors Franklin, Newson and Wraight
- e. Rother Transport Action Group (RTAG) – Councillor Beeston
- f. Strengthening Local Relationships (SLR) – Councillors Franklin, Rees and Wraight

11. 7th May Councillor induction meeting

Councillors reviewed a report on the discussions from the session and previously resolved workstream groups into – Community and Communications, Environment and Maintenance, Traffic and Transport and Finance and Administration as part of the four-year rolling plan. This is available online on the Parish Council pages of www.burwash.org. Please [click here](#) to download.

RESOLVED

- a. **Community and Communications** – Councillors Beeston, Caulkin, Kenny, McBride, S.Moore, Newman, Newson, Rees and Wraight

- b. Environment and Maintenance** – Councillors Beeston, Franklin, Kenny, Mann, N.Moore, Newson, Rees and Wraight
- c. Traffic and Transport** – Councillors Beeston, Caulkin, Franklin, Mann, McBride, S.Moore, Rees and Wraight
- d. Finance and Administration** – Councillors – Franklin, McBride, N.Moore, S.Moore, Newman and Newson

12. Meetings

To agree the Committees Meeting dates and the dates of the Full Council Meetings.

RESOLVED – Full Council meetings will take place on the 2nd Tuesday of each month. The meetings will be held at the Internet Resource in the Bear Car Park except for the months of February, April, August and October each year when the meeting will be held at the pavilion in Burwash Common.

13. Policies and Procedures

Councillors to review policies and procedures for the ensuing year.

RESOLVED – Councillors agreed all the existing policies and procedures.

14. General Data Protection Regulation (GDPR)

Councillors acknowledged the new email system which will be in use for Councillors from May for Councillor emails. The Clerk will organise for new emails to be set up. Councillors noted that they should only access emails online and not via any desktop or phone email applications.

RESOLVED – Councillors to confirm a date/timeframe for the email and OneDrive training.

15. Neighbourhood Plan

Councillors reviewed the proposed draft. It was noted that the draft was constantly changing however the core principles remained the same as the version 6 draft Councillors have received. Final amendments are being made ready for the community consultation.

RESOLVED – The Council accepted the version 6 of the draft Neighbourhood Plan including the recommendation to allocate no sites.

RESOLVED – For the steering group to start the formal community consultation once the plan had been redrafted. All comments from the public consultation will be recorded.

RESOLVED – The final completed document will be brought back to Council before it is submitted to Rother.

16. Planning Applications

Until the new Planning Committee sits Full Council is asked to consider the following applications:

- a. RR/2019/786/P – Copse, Vicarage Road, Burwash Common, TN19 7LH**
Removal of tiles from front top half of house and replacement with cladding.
Ref: OWPC20792 - The Parish Council supports this application.
- b. RR/2019/782/L – The Stores, High Street, Burwash TN19 7ET**
Timber repairs to fire damaged areas behind external tile cladding on rear elevation.
Ref: OWPC20792 - The Parish Council supports this application.
- c. RR/2019/777/P – British Red Cross Society Centre, Highfields, Burwash TN19 7HE**
Removal of old timber structure and replacement with a semi-detached pair of small dwellings. **Ref: OWPC20792** - The Parish Council objects to this application. A full outline of the objection can be found at <http://www.burwash.org/parish-Council/planning-minutes.html>.

17. Update on the Traffic Strategy

Councillors received a written report on the progression of the 20mph for the village. The Clerk confirmed that two automatic traffic counters were in place. As soon as the data is ready it will be sent to the independent consultant for advice on the next potential steps.

18. Internet Café Liaison Group

Councillors attending the group submitted a written report on the meeting. The report also noted actions for Council to resolve:

RESOLVED – for the Clerk to

- a. Ask the Handy Person to make safe the carpet in the Parish Room and arrange for the office chair to be repaired.
- b. Contact Lesley Elmslie to arrange a Health and Safety and Safeguarding training timetable.
- c. Purchase a lockable cabinet to house laptops and the projector.
- d. Draft a Health and Safety and Safeguarding Policy for the Internet Liaison Group.

RESOLVED – Councillors from the Community and Communications workstream will draft a cost-effective plan within the existing budget to update the existing facility to enable it to host parish Council meetings and the Internet cafe efficiently and safely over the next 1-2 years. This action to be taken in conjunction with the refurbishment of the Parish Office. Papers will be brought to Full Council for final decision. It was noted any potential grants would be identified and applied for to potentially cover all the costs or any additional costs.

19. Marking the Contribution of Long Serving Councillors

Councillors discussed how best to mark the outstanding years of service and contribution of the three retired Councillors.

RESOLVED – Councillors delegated authority to the Clerk to work with Cllr Newman to select a suitable gift to be presented to the retired Councillors at the Annual Parish Assembly at a cost of up to £375. The Clerk would also write to the Lord Lieutenants office.

20. Parish Annual Assembly 30th May

Council has allocated £200 for the delivery of the Annual Assembly which the Clerk will buy canapes and wine for the evening. The Clerk will work with the Chair to preparing the material for the evening.

Meeting Closed at 8.45pm

Date of Next Meeting – 11th June 2019 in the Internet Resource the Bear Car Park.