

Burwash Parish Council

Full Council Meeting 11th July 2023

Burwash Parish Councillors are hereby notified that a meeting of the Full Council of Burwash Parish Council will be held on Tuesday 11th July 2023 at **7.00pm** at the Burwash Parish Rooms.

Emma Neil

5th July 2023

Emma Neil – Clerk & RFO

Tel: 07375 809 660 Email: parishclerk@burwashpc.org.uk

Address: Burwash Parish Council, Parish Office, High Street, Burwash TN19 7EU

A G E N D A for 11th July 2023

For Information Only: Members of the Public and Press are welcome and encouraged to attend. If you would like to attend this meeting, please email the Clerk on parishclerk@burwashpc.org.uk to book and confirm your place at least 24hrs before the meeting.

If you have a question for Councillors, please contact the Clerk to submit the question. Only items on the agenda below will form the basis of discussion and advice. Anything received post the agenda being published will be included on the next agenda for discussion.

1. Public Time.

2. Apologies for Absence.

3. Disclosures of Interest.

To receive any disclosures by Members of personal interests in matters on the agenda, the nature of any such interest and whether the Member regards the interest as a disclosable pecuniary interest under the terms of the Code of Conduct.

4. Reports from District & County Councillors.

Cllr. Eleanor Kirby-Green and Cllr. John Barnes to verbally update Council on items of change or importance.

5. Accuracy of the minutes of the previous meeting.

Councillors to receive and **RESOLVE** to adopt the minutes of the Full Council Meeting held on 13-06-23 as an accurate record of the meeting.

6. External Audit 2022-2023.

Councillors to note that the Clerk has now submitted the required documents to PKF Littlejohn for the external audit and the website is up to date with the required financial documents.

7. The Neighbourhood Plan. (Standing Item)

No update.

8. RALC Meeting.

8.1 Councillors to note, no meeting since last Full Council. Next meeting scheduled for 12-07-23.

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9. Finance & Administration Committee.

Members of Full Council are requested to **RESOLVE** to *adopt* the following documents:

- 9.1 **RESOLVE** to adopt the bank statements for June 2023.
- 9.2 **RESOLVE** to adopt the income & expenditure statements for June 2023.
- 9.3 **RESOLVE** to adopt the bank reconciliation for June 2023.
- 9.4 **RESOLVE** to adopt the statutory balance sheet.
- 9.5 **RESOLVE** to adopt the payments schedule as at 30-06-23.
- 9.6 **RESOLVE** to agree the grant request from Burwash Village Hall for the battery replacement for the defibrillator at a cost of £330.00.
- 9.7 **RESOLVE** to agree the grant request from the BPFA for the free coaching being offered to children over the summer holiday for cricket, tennis and football at a cost of £490.00.
- 9.8 **RESOLVE** to agree to the reduction in rent for the Scouts Hut to £0, backdated to 1st December 2022 until further notice.

10. Planning Committee.

- 10.1 Cllr. Lloyd to give a verbal update on planning issues raised at the last meeting.
- 10.2 Planning Committee to **RESOLVE** to agree that the minutes of the meeting dates 03-07-23 are an accurate record of the meeting.
- 10.3 Full Council **RESOLVE** to adopt the minutes as above.

11. Community & Events Working Party.

- 11.1 Cllr. Newman to provide a verbal update from the recent meeting.
- 11.2 Council to note that the scheduled Community & Events working party meeting has been postponed pending items for the agenda.

12. Environment & Maintenance Working Party.

- 12.1 Verbal update on lime tree maintenance.
- 12.2 Councillors to note that there has been no meeting since the last Full Council. The next meeting is scheduled for 10-08-23.

13. Traffic & Transport Working Party.

- 13.1 Cllr. Franklin to give a verbal update from the recent meeting. Including the status of:
 - a. 20mph on the High Street project.
 - b. Update on the complaint sent to Becky Shaw, CEO of ESCC.
- 13.2 Members of the Traffic & Transport Working Party to agree that the minutes as submitted for the meeting held on 04-07-23 are an accurate record.
- 13.3 Full Council to **RESOLVE** to adopt the minutes as above.

14. Young Parishioners Working Party.

- 14.1 Cllr. Crabtree to update Council on the proposed focus group.

15. Public Toilets Building Update.

- 15.1 Full Council to discuss and **RESOLVE** to agree the submitted tender document for proposed building work on the public toilets.

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16. Clerk's Correspondence.

Clerk to provide a verbal update on correspondence since the last meeting.

17. Village Hall.

Clerk to give a verbal update to Councillors on the progress of the Village Hall sole trustee status.

18. Councillor Attendance at External Meetings.

Clerk to remind Councillors of the legal process set out in the Local Government Act 1972, section 101 (1) for attendance at meetings not convened by the parish council and the power to discharge functions. <https://www.legislation.gov.uk/ukpga/1972/70/section/101>

19. Policies.

Councillors to review and **RESOLVE** to adopt the following policies:

- a. Complaints Policy.
- b. Confidential Reporting (Whistleblowing) Policy.
- c. Co-option Policy.
- d. Code of Conduct.
- e. Data Protection Policy.

20. Standards & Procedural Complaints regarding planning application ref: RR/2022/840/P & RR/2022/2690.

Due to the nature of the business being disclosed, Full Council are requested to **RESOLVE** to exclude members of the public and press for this item under the Public Bodies (Admission to Meetings) Act 1960. This is a closed session.

21. Down Meadow.

Due to the nature of the business being disclosed, Full Council are requested to **RESOLVE** to exclude members of the public and press for this item under the Public Bodies (Admission to Meetings) Act 1960. This is a closed session.

22. Items for noting or including on the future agenda.

23. Date of next meeting.

Tuesday 12th September 2023 – 7pm – Burwash Parish Rooms, Burwash.

Please note that there is no Full Council meeting held in August.

ENDS