

# Burwash Parish Council

## Full Council Meeting 12<sup>th</sup> September 2023

Burwash Parish Councillors are hereby notified that a meeting of the Full Council of Burwash Parish Council will be held on Tuesday 12<sup>th</sup> September 2023 at **7.00pm** at the Burwash Parish Rooms.

*Emma Neil*

6<sup>th</sup> September 2023

Emma Neil – Clerk & RFO

Tel: 07375 809 660 Email: [parishclerk@burwashpc.org.uk](mailto:parishclerk@burwashpc.org.uk)

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

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## A G E N D A for 12<sup>th</sup> September 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](mailto: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.

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**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 11-07-23 as an accurate record of the meeting.

**6. External Audit 2022-2023.**

Clerk to provide an update on external audit report from PFK.

**7. The Neighbourhood Plan. (Standing Item)**

No update.

**8. RALC Meeting.**

**8.1** Councillors to review and note the minutes from the meeting dated 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 July & August 2023.
- 9.2 **RESOLVE** to adopt the income & expenditure statements for July & August 2023.
- 9.3 **RESOLVE** to adopt the bank reconciliations for July & August 2023.
- 9.4 **RESOLVE** to adopt the statutory balance sheet.
- 9.5 **RESOLVE** to adopt the payments schedule as at 31-08-23.
- 9.6 **RESOLVE** to discuss & vote on the grant request from Burwash Primary School for £8,293.00 to provide outdoor improvement as per submitted grant request.
- 9.7 **RESOLVE** to discuss & vote on the grant request from Burwash Walking Football for £1,000.00 to provide venue hire fees, insurance & equipment as per submitted grant request.

### 10. Insurance 2023/2024.

Councillors to discuss and **RESOLVE** to agree on the insurance provider for 2023/2024 for the parish council.

Councillors to **RESOLVE** to sign up to a 3-year deal with the chosen provider.

### 11. Planning Committee.

- 11.1 Cllr. Lloyd to give a verbal update on planning issues raised at the last meeting.
- 11.2 Planning Committee to **RESOLVE** to agree that the minutes of the meeting dates 14-08-23 & 04-09-23 are an accurate record of the meeting.
- 11.3 Full Council **RESOLVE** to adopt the minutes as above.

### 12. Community & Events Working Party.

- 12.1 Cllr. Newman to provide a verbal update. Councillors to note that there has been no meeting since the previous Full Council.

### 13. Environment & Maintenance Working Party.

- 13.1 Cllr. Johns to give a verbal update.
- 13.2 Environment & Maintenance Working Party members **RESOLVE** to agree that the minutes of the meeting dated 21-08-23 are an accurate record of the meeting.
- 13.3 Full Council **RESOLVE** to adopt the minutes as above.

### 14. Traffic & Transport Working Party.

- 14.1 Cllr. Franklin to give a verbal update from the previous meeting. Including the status of:
  - a. 20mph on the High Street project.
  - b. Update on the BPC response letter sent to Becky Shaw, CEO of ESCC on 28-07-23.
- 14.2 Members of the Traffic & Transport Working Party to agree that the minutes as submitted for the meeting held on 01-08-23 are an accurate record.
- 14.3 Full Council to **RESOLVE** to adopt the minutes as above.

### 15. Emergency Plan – Generator Purchase.

Full Council **RESOLVE** to discuss and vote on the purchase of generators as per the submitted report by Cllr. Johns.

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### 16. Young Parishioners Working Party.

16.1 Cllr. Crabtree to update Council on the proposed focus group.

### 17. Public Toilets Building Update.

17.1 Clerk to update Councillors on the tender process.

17.2 Full Council to review the tenders received and **RESOLVE** to agree points moving forward.

### 18. Clerk's Correspondence.

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

### 19. Village Hall.

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

### 20. Policies.

None to review.

### 21. Tommy Statue.

Councillors to discuss and **RESOLVE** to agree to the purchased Tommy Statue siting in the parish.

### 22. Rural Rother Community Grant.

22.1 Councillors to discuss and **RESOLVE** to agree the potential of the green spaces available where benefit would be had from this grant.

### 23. Fingerposts – School Hill & Batemans Lane.

23.1 Councillors to review and **RESOLVE** to agree the preferred quote for the repair / replacement of the fingerpost at the top of School Hill & a finger repair of the post at the bottom of School Hill towards Batemans Lane.

### 24. Dog Waste Bin Provider Change.

24.1 Councillors **RESOLVE** to agree to the new contractor for dog waste bin collection which provides a cost saving of £relevant to the submitted report to Council.

### 25. Clerk's Correspondence.

Clerk to provide a verbal update on correspondence received.

### 26. 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.

### 27. 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.

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### 28. Items for noting or including on the future agenda.

- Sussex Outreach Support – talk by Sarah Jacques.
- Parish Plan.
- Budget 2024/25 – initial discussion.

### 29. Date of next meeting.

Tuesday 10<sup>th</sup> October 2023 – 7pm – Pavilion, Burwash Common.

**ENDS**