

Burwash Parish Council

Full Council Meeting 10th October 2023

Burwash Parish Councillors are hereby notified that a meeting of the Full Council of Burwash Parish Council will be held on Tuesday 10th October 2023 at **7.00pm** at the Pavilion, Burwash Common.

Emma Neil

4th October 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 10th October 2023

For Information Only: Members of the Public and Press are welcome and encouraged to attend. There is no need to book to attend the meeting, everyone is welcome. There is public time at the beginning of the meeting where everyone has a chance to speak. Once the meeting has started, members of the public cannot speak, unless the meeting is paused by the Chair.

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. To contact the Clerk about a question please email parishclerk@burwashpc.org.uk.

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. Sarah Jacques – Sussex Support.

Talk from local charity Sussex Support.

5. Reports from District & County Councillors.

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

6. Accuracy of the minutes of the previous meeting.

Councillors to receive and **RESOLVE** to adopt the minutes of the Full Council Meeting held on 12-09-23 as an accurate record of the meeting.

7. External Audit 2022-2023.

Full Council to note no comments or qualifications from PFK Littlejohn regarding the external audit. The Clerk can confirm the statutory confirmation of audit and audit documents are on the parish council website.

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8. The Neighbourhood Plan. (Standing Item)

No update.

9. RALC Meeting.

9.1 Councillors to note there has been no RALC meeting since the previous Full Council Meeting.

10. Finance & Administration Committee.

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

10.1 **RESOLVE** to adopt the bank statements for September 2023.

10.2 **RESOLVE** to adopt the income & expenditure statements for September 2023.

10.3 **RESOLVE** to adopt the bank reconciliations for September 2023.

10.4 **RESOLVE** to adopt the statutory balance sheet.

10.5 **RESOLVE** to adopt the payments schedule as at 30-09-23.

10.6 **RESOLVE** to discuss and agree the report submitted regarding moving £5k into the Unity Trust account and invest £25k into a CCLA Public Sector Deposit Fund.

10.7 **RESOLVE** to discuss and agree the quotation received to clear the main space in Down Meadow.

10.8 **RESOLVE** to discuss and agree the quotation received to repair the electrical cable in the car park to one of the external lights.

10.9 **RESOLVE** to discuss and agree the appointment of a Councillor to check and sign reconciliation reports on a quarterly basis as pertaining to the Financial Regulations of the Parish Council.

10.10 **RESOLVE** to confirm the annual donation for the Parish Council poppy wreaths.

11. 2024-2025 Budget.

Councillors **RESOLVE** to discuss and review to initial outline budget for 2024-25 as submitted by the Clerk.

12. Business Plan.

Councillors **RESOLVE** to discuss and agree the submitted business plan and agree points moving forward as submitted by Cllr. Franklin.

13. Scheme of Delegation.

Councillors to discuss and **RESOLVE** to adopt the submitted scheme of delegation.

14. Planning Committee.

14.1 Cllr. Lloyd to give a verbal update on planning issues raised at the last meeting.

14.2 Planning Committee to **RESOLVE** to agree that the minutes of the meeting dated 02-10-23 as an accurate record of the meeting.

14.3 Full Council **RESOLVE** to adopt the minutes as above.

15. Car Park & Enforcement.

15.1 **RESOLVE** to agree that two thirds of parking bays to be marked 'short stay'.

15.2 **RESOLVE** to agree that one third of parking bays to be marked 'long stay'.

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15.3 RESOLVE to agree to the making of official byelaws and a legal order pertaining to the car park for enforcement purposes.

15.4 RESOLVE to discuss and agree enforcement in the car park.

16. Community & Events Working Party.

16.1 Cllr. Newman to provide a verbal update including:

- Community Noticeboard status update.
- Flagpole status update.
- Love Burwash status update.
- Parish Newsletter status update.

16.2 Community & Events Working Party members **RESOLVE** to agree that the minutes of the meeting dated 19-09-23 are an accurate record of the meeting.

16.3 Councillors **RESOLVE** to adopt the minutes as above.

16.4 RESOLVE to agree to the recommended dates of Love Burwash as 23rd – 27th October 2023.

16.5 RESOLVE to agree to the purchase and citing of a bench in the bus stop by the car park in Burwash Village.

16.6 RESOLVE to agree to the potential of working with The Bear public house on the citing of the Parish Council Christmas tree.

17. Environment & Maintenance Working Party.

17.1 Cllr. Johns to give a verbal update including:

- Status of discussions with UK Power Networks on generators for emergency hubs.
- High street lime tree adoption & maintenance of bases.

17.2 Environment & Maintenance Working Party members **RESOLVE** to agree that the minutes of the meeting dated 21-09-23 are an accurate record of the meeting.

17.3 Councillors **RESOLVE** to adopt the minutes as above.

17.4 RESOLVE to agree to the recommendation that the Clerk gathering a sponsorship list of the Lime Trees.

17.5 RESOLVE to agree to recommendation that the Clerk include a call for volunteers in the ebulletin to man the evacuation centres.

17.6 RESOLVE to agree to the recommendation of the inclusion of the Carbon Footprint Report on the parish council website and its location included in the parish ebulletin.

17.7 RESOLVE to agree to the recommendation that Down Meadow be cleared by a contractor with a view to the ecological management programme to start again.

18. Traffic & Transport Working Party.

18.1 Cllr. Franklin to give a verbal update from the previous meeting. Including the status of:

- 20mph on the High Street project.
- Update on the BPC complaint to ESCC.

18.2 Members of the Traffic & Transport Working Party to agree that the minutes as submitted for the meeting held on 03-10-23 are an accurate record.

18.3 Full Council to **RESOLVE** to adopt the minutes as above.

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18.4 RESOLVE to agree to GTA Civils updating their plan for the 20mph with approximate costings.

19. Young Parishioners Working Party.

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

20. Public Toilets Building Update.

20.1 Clerk to update Councillors on the tender process status.

21. Village Hall.

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

21.2 RESOLVE to appoint a Councillor for responsibility of the village hall.

22. Policies & Risk Assessments.

22.1 RESOLVE to agree and adopt the submitted Financial Regulations – no recommended changes.

22.2 RESOLVE to agree and adopt the submitted Standing Orders – no recommended changes.

23. Handrails on Rights of Way.

23.4 RESOLVE to agree to take on repairs to handrails on certain Rights of Way as per the September Full Council meeting minutes.

24. Parish Rooms Maintenance & Future of Building.

24.1 RESOLVE to agree the future of the parish rooms & office building.

25. Clerk's Correspondence.

- Update on Rural Rother Community grant responses.
- Enforcement issue re Bunkers Hill Farm.
- High street pavers update.
- Car Park tree status.
- Dudwell View bin problem update.

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.

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

- Zero tolerance policy.

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29. Date of next meeting.

Tuesday 14th November 2023 – 7pm – Burwash Parish Rooms.

ENDS