

Burwash Parish Council

Full Council Meeting 14th November 2023

Burwash Parish Councillors are hereby notified that a meeting of the Full Council of Burwash Parish Council will be held on Tuesday 14th November 2023 at **7.00pm** at the Pavilion, Burwash Common.

Emma Neil

8th November 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 14th November 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. Co-option of Councillors.

Councillors to discuss and RESOLVE to agree the co-option of the following people onto the parish council.

- a. Mrs Sylvie Franklin.
- b. Ms Tina Freedman.
- c. Mr Peter Hills.
- d. Mr Colin Mears.
- e. Mrs Britt Pickering.

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 10-10-23 as an accurate record of the meeting.

Published 8th November 2023

Burwash Parish Council

Full Council Meeting 14th November 2023

7. Interim Audit 2023-2024.

Full Council to note the report submitted by interim auditors Mulberry & Co and adopt any recommendations outlined in the report.

8. RALC Meeting.

7.1 Councillors to receive a verbal update from Cllr. Franklin on the recent RALC meeting held on 11-10-23.

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 October 2023.

9.2 **RESOLVE** to adopt the income & expenditure statements for October 2023.

9.3 **RESOLVE** to adopt the bank reconciliations for October 2023.

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

9.5 **RESOLVE** to adopt the payments schedule as at 31-10-23.

9.6 **RESOLVE** to adopt the EMR schedule as at 31-10-23.

9.7 **RESOLVE** to discuss and agree the grant request for St Philips Church for £1,500.00 for churchyard maintenance.

9.8 **RESOLVE** to discuss and agree the grant request from St Bartholomews Church for £1,500.00 for churchyard maintenance.

9.9 **RESOLVE** to discuss and agree to the request for a new grit bin & associated costs to be placed on the steep section of Batemans Lane.

9.10 **RESOLVE** to discuss and agree to the following items for the CCLA Public Sector Deposit Fund:

9.10.1 Up to 4 but no less than 3 Councillors to become Directors of the fund. One Director to include the RFO.

9.10.2 That the dividends paid are not reinvested and additional shares created but is paid by electronic transfer into the main Parish Council Barclays account.

9.10.3 That the Clerk/RFO will be the main administration contact for the fund.

10. 2024-2025 Budget.

10.1 Councillors **RESOLVE** to discuss, review and agree the submitted budget spreadsheet for 2024-25 and further **RESOLVE** to determine the precept request for 2024-25.

11. Business Plan.

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

12. HR Committee.

12.1 Councillors **RESOLVE** to agree the recommendation of the HR Committee to move the Clerk to pay scale point 39 backdated to 1st April 2023.

12.2 Councillors **RESOLVE** to agree the recommendation to amend the contract for the Clerk to include a three month notice period on both sides.

Burwash Parish Council

Full Council Meeting 14th November 2023

13. Planning Committee.

- 13.1 Cllr. Lloyd to give a verbal update on planning issues raised at the last meeting.
- 13.2 Members of the Planning Committee **RESOLVE** to agree that the minutes of the meeting dated 19-10-23 are an accurate record of the meeting.
- 13.3 Councillors **RESOLVE** to adopt the minutes as above.
- 13.4 Councillors **RESOLVE** to agree their comments on the recent changes notified on RR/2023/1652/P: Land to the Southwest of Strand Meadow.
- 13.5 Councillors to note that the next Planning Committee meeting is scheduled for 30-11-23.

14. Community & Events Working Party.

- 14.1 Cllr. Newman to provide a verbal update including:
 - Community Noticeboard status update.
 - Parish Newsletter status update.
- 14.2 Community & Events Working Party members **RESOLVE** to agree that the minutes of the meeting dated 26-10-23 are an accurate record of the meeting.
- 14.3 Councillors **RESOLVE** to adopt the minutes as above.
- 14.4 Councillors to discuss and **RESOLVE** to agree to the following recommendations:
 - 14.4.1 The Clerk to request a donated Christmas tree from The Old Orchard.
 - 14.4.2 The Clerk to purchase new lights for the Christmas tree.
 - 14.4.3 The Clerk to request permission to site the Christmas tree on the grass behind the bus stop.
 - 14.4.4 The Clerk to request that the Christmas lights are up in the high street for the festive evening on 06-12-23.

15. Environment & Maintenance Working Party.

- 15.1 Cllr. Johns to provide a verbal update on generator provision and potential spend.
- 15.2 Councillor to **RESOLVE** to agree the phased purchase of the generators subject to formal estimates.
- 15.2 Councillors to note that the next meeting will be held on 23-11-23.

16. Traffic & Transport Working Party.

- 16.1 Cllr. Franklin to give a verbal update from the previous meeting. Including the status of:
 - 20mph on the High Street project.
 - Update on the GTA Civils meeting.
- 16.2 Members of the Traffic & Transport Working Party to agree that the minutes as submitted for the meeting held on 07-11-23 are an accurate record.
- 16.3 Full Council to **RESOLVE** to adopt the minutes as above.
- 16.4 Councillors to discuss and **RESOLVE** to agree to the following recommendations:
 - 16.4.1 That Burwash Parish Council will continue to pursue the 20mph speed limit on Burwash High Street.
 - 16.4.2 That the Council will appeal to the Local Government Ombudsman regarding the inadequate response from ESCC to our complaint.

Burwash Parish Council

Full Council Meeting 14th November 2023

16.4.3 That the Clerk submit a freedom of information request (FOI) for the specification for the repairs to the high street.

16.4.4 That the Council agree to a feasibility study for School Hill and the crossing on the A265 at the cost of £500 + VAT.

16.4.5 That the Council should contact the press and media regarding the 20mph petition being submitted to ESCC on 06-12-23.

17. Young Parishioners Working Party.

17.1 Cllr. Crabtree to outline the proposal of a Youth Club to Council.

17.2 Councillors **RESOLVE** to discuss and agree to the funding of the Youth Club.

18. Public Toilets Refurbishment.

18.1 Councillors **RESOLVE** to review the tender documents and further **RESOLVE** to agree to the works and associated costs to undertake.

19. Car Park.

19.1 Councillors **RESOLVE** to agree to the quotation to repair the lights in the car park and associated cables. Councillors to note that RDC have agreed to refund BPC £1,500 towards the works.

20. Village Hall.

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

21. Policies & Risk Assessments.

21.1 Councillors **RESOLVE** to adopt the following policies:

21.1.1 Disciplinary Policy [review only, no changes recommended].

21.1.2 Document Retention Policy [review only, no changes recommended].

21.1.3 Equality Statement & Policy [review only, no changes recommended].

21.1.4 Freedom of Information & Publication Scheme [review only, no changes recommended].

21.1.5 Grant Awarding Policy – changes recommended as per report submitted.

21.1.6 Civility & Respect Pledge. New pledge as per submitted report.

22. Tree Survey Hornbeam & Down Meadow.

22.1 Clerk to update Council on recent tree survey and proposed works.

23. Parish Rooms Maintenance & Future of Building.

23.1 Clerk to update Councillors on the status of the planned Community Hub.

23.2 **RESOLVE** to agree to the funding of the feasibility study and first round costs as per submitted report.

24. Clerk's Correspondence.

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

Burwash Parish Council

Full Council Meeting 14th November 2023

25. 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.

26. 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.

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

- Zero tolerance policy.

28. Date of next meeting.

Tuesday 12th December 2023 – 7pm – Burwash Parish Rooms.

ENDS