

Burwash Parish Council

Full Council Meeting 12th December 2023

Burwash Parish Councillors are hereby notified that a meeting of the Full Council of Burwash Parish Council will be held on Tuesday 12th December 2023 at **7.00pm** at the Parish Rooms, Burwash.

Emma Neil

6th December 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 12th December 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. 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 14-11-23 as an accurate record of the meeting.

6. RALC Meeting & Parish Council Conference.

6.1 Councillors to receive a verbal update from Cllr. Franklin on the recent RALC meeting & Parish Council Conference held by Rother on 05-12-23 in Brede.

7. Finance & Administration Committee.

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

7.1 RESOLVE to adopt the bank statements for November 2023.

7.2 RESOLVE to adopt the income & expenditure statements for November 2023.

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- 7.3 **RESOLVE** to adopt the bank reconciliations for November 2023.
- 7.4 **RESOLVE** to adopt the statutory balance sheet.
- 7.5 **RESOLVE** to adopt the payments schedule as at 30-11-23.
- 7.6 **RESOLVE** to adopt the proposed changes to the EMR funding as per the submitted report.
- 7.7 **RESOLVE** to discuss and agree the grant request from Jonathan Post for the Burwash Christmas lunch.
- 7.8 **RESOLVE** to discuss and agree the request from the Burwash & Common Playing Fields Association to provide an additional dog waste bin at the car park.
- 7.9 **RESOLVE** to agree to formally write off the outstanding balance of £10.42 relevant to the Dark Skies grant initiative with the High Weald.

8. Parish Priority Survey Results.

- 8.1 Councillors to review and discuss the results of the parish priority survey.

9. Business Plan 2023-2025.

- 9.1 Councillors to discuss, review and **RESOLVE** to adopt the business plan.

10. 2024-2025 Budget.

- 10.1 Councillors **RESOLVE** to agree to the recommended EMR changes as per the submitted report.
- 10.2 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. HR Committee.

- 11.1 Councillors **RESOLVE** to agree that the Clerk's pay scale point of 39 should reflect 37hrs per week employment with the Parish Council.

12. Planning Committee.

- 12.1 Members of the Planning Committee **RESOLVE** to agree that the minutes of the meeting dated 07-12-23 are an accurate record of the meeting.
- 12.2 Councillors **RESOLVE** to adopt the minutes as above.
- 12.3 Councillors **RESOLVE** to agree to the following Councillors becoming members of the Planning Committee:
 - Cllrs. Freedman, Hill & Pickering.

13. Community & Events Working Party.

- 13.1 Cllr. Newman to provide a verbal update including:
 - Community Noticeboard status update.
 - Parish Council Christmas tree.
 - High street Christmas lights.
- 13.2 Cllr. Newman to confirm the date of the next working party meeting.

14. Environment & Maintenance Working Party.

- 14.1 Cllr. Johns to provide a verbal update including:
 - Generator cost.

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- 14.2** Member of the Environment & Maintenance Working Party **RESOLVE** to agree that the minutes of the meeting dated 23-11-23 are an accurate record of the meeting.
- 14.3** Councillors **RESOLVE** to adopt the minutes as above.
- 14.4** Councillors **RESOLVE** to agree to the Clerk making the relevant enquiries regarding the grass area at the top of Bateman's Lane with regards to moving forward with Wild About Burwash and trialling wildflower seeding in that area.

15. Traffic & Transport Working Party.

- 15.1** Cllr. Franklin to give a verbal update from the previous meeting. Including the status of:
- GTA Civils cost and design elements included in the section 278 20mph for the high street.
- 15.2** Councillors to note that the minutes of the meeting held on 07-11-23 were adopted at the November Full Council meeting.
- 15.3** Councillors to note that the feasibility study request for School Hill has been requested.

16. Young Parishioners Working Party.

- 16.1** Cllr. Crabtree to provide an update on the new 'Friday in the Field' initiative.

17. Public Toilets Refurbishment.

- 17.1** Councillors **RESOLVE** to review the tender documents and further **RESOLVE** to agree the successful company to complete the works.
- 17.2** Clerk to update Council on the status of the grant request from Rother District Council and the timelines involved.

18. Car Park.

- 18.1** Clerk to provide an update on the works on the lights in the car park.

19. Village Hall.

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

20. Policies & Risk Assessments.

- 20.1** Councillors **RESOLVE** to adopt the following policies:
- 20.1.1** Grant Awarding Policy – changes recommended as per report submitted.
 - 20.1.2** Grievance Policy – no recommended changes.
 - 20.1.3** Health & Safety Policy – no recommended changes.
 - 20.1.4** Sickness & Absence Policy – no recommended changes.
 - 20.1.4** Staff Code of Conduct – no recommended changes.
 - 20.1.5** Tree Inspection & Maintenance Policy – no recommended changes.

21. Tree Survey Hornbeam & Down Meadow.

- 21.1** Clerk to update Council on recent tree survey and proposed works.

22. Community Hub Project Update.

- 22.1** Clerk to update Councillors on the status of the planned Community Hub and **RESOLVE** to agree steps moving forward.

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23. Clerk's Correspondence.

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

24. 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.

25. 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.

25.1 Councillors to **RESOLVE** to agree that the following Councillors are co-opted onto the Down Meadow Committee

- Cllr. Franklin.
- Cllr. Freedman.
- Cllr. Johns.
- Cllr. Pickering.

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

27. Date of next meeting.

Tuesday 9th January 2024 – 7pm – Burwash Parish Rooms.

ENDS