

Burwash Parish Council

Full Council Meeting 12th March 2024

Burwash Parish Councillors are hereby notified that a meeting of the Full Council of Burwash Parish Council will be held on Tuesday 12th March 2024 at **7.00pm** at the Parish Rooms, Burwash.

Emma Neil

6th March 2024

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 March 2024

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.

Councillors to discuss and **RESOLVE** to vote on the co-option of Mr David Appleyard.

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 13-02-24 as an accurate record of the meeting.

7. Finance & Administration Committee.

7.1 Members of the Finance & Administration Committee **RESOLVE** to agree that the minutes of the meeting dated 06-03-24 are an accurate record of the meeting.

7.2 Full Council **RESOLVE** to adopt the minutes as an accurate record of the meeting.

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

7.3.1 **RESOLVE** to adopt the bank statements for February 2024.

7.3.2 **RESOLVE** to adopt the income & expenditure statements as at 29-02-24.

7.3.3 **RESOLVE** to adopt the bank reconciliations for February 2024.

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

7.3.5 **RESOLVE** to adopt the payments schedule as at 29-02-2024.

7.3.6 **RESOLVE** to agree the grant request for £500 for the Burwash Toddler Group.

8. Planning Committee.

8.1 Councillors to note that there has been no Planning Committee meeting since the last Full Council meeting. Next meeting is scheduled for 14-03-24.

9. Community & Events Working Party.

9.1 Members of the Community & Events Working Party **RESOLVE** to agree that the minutes of the meeting dated 29-02-24 are an accurate record of the meeting.

9.2 Full Council **RESOLVE** to adopt the minutes as an accurate record of the meeting.

9.3 Full Council requested to discuss and **RESOLVE** the following recommendations from the working party.

9.3.1 Date for the Annual Parish Meeting held in the Village Hall as 23-05-24.

9.3.2 Print cost for the Business Directory £78.00 (no VAT on printed materials).

9.3.3 Councillors to review the Kipling Event list and commit to supporting a project outlined in the minutes of 29-02-24.

10. Environment & Maintenance Working Party.

10.1 Members of the Environment & Maintenance Working Party **RESOLVE** to agree that the minutes of the meeting dated 07-03-24 are an accurate record of the meeting.

10.2 Full Council **RESOLVE** to adopt the minutes as an accurate record of the meeting.

10.3 Full Council requested to discuss and **RESOLVE** the following recommendations from the working party.

10.3.1 Costs of generators & installation costs of £4,781 + VAT as outlined in the separate report to Council.

10.3.2 Costs of Wildflower project with Wild About Burwash of as estimated £350.00 as outlined in the separate report to Council.

10.3.3 Police reports and liaison to be monitored by E&M with Cllr. Johns as lead.

10.3.4 Request for public information meeting regarding alternative energy supply.

11. Traffic & Transport Working Party.

11.1 Councillors to note that the scheduled meeting due to be held on 05-03-24 was cancelled. A new meeting date will be circulated.

11.2 Councillors to note the letter sent to Rupert Clubb, Director of Community, Economy & Transport regarding road safety around the high street and the primary school.

11.3 Update on recent site visit with the Highways Steward to identify the replacement of high street pavers.

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12. Young Parishioners.

- 12.1 Cllr. Crabtree to provide a verbal update.

13. Car Park.

- 13.1 Councillors to note the recent vehicle break in's that have taken place. Clerk confirmed that CCTV has been obtained and given to the police in line with the Council's policy.

14. Community Hub Update.

- 14.1 Councillors are requested to **RESOLVE** to agree to the outline project for building a Community Hub in line with the report submitted to Council and agree the next steps moving forward as outlined in the report, namely pre planning advice, public consultation video and grant application.

15. Public Toilets Refurbishment.

- 15.1 Clerk to update Councillors on the project including the additional cost and extended timeline for planning permissions, building control and architects drawings.
- 15.2 Clerk to update Councillors on the recent changes to financial regulations regarding contracts and projects exceeding £30k inclusive of VAT and the proper use of 'Contracts Finder'.
- 15.3 Councillors are requested to **RESOLVE** to agree a pause on the refurbishment of the public toilets in light of the additional information received.

16. Village Hall.

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

17. Defibrillator Strand Meadow / Shrub Lane & Burwash Weald.

- 17.1 Councillors **RESOLVE** to agree to fund two additional defibrillators to be sited as follows: 1). At the corner of Shrub Lane / Strand Meadow. 2). By The Wheel Public House in Burwash Weald.

18. Clerk's Correspondence.

- 18.1 Clerk to provide a verbal update on recent correspondence to the Clerk.
 - 18.1.1 Correspondence to note.
 - 18.1.2 Fibre broadband project verbal update.
 - 18.1.3 Rural grass cutting option for 2024.
 - 18.1.4 Change of energy supplier for public toilets as per submitted report to Council.
 - 18.1.5 Yellow lines Ham Lane.
 - 18.1.6 D Day update Swan Meadow.

19. Standards & Procedural Complaint Update.

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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20. 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.

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

22. Date of next meeting.

Tuesday 9th April 2024 – 7pm – Burwash Common Pavilion.

ENDS