



Burwash Parish Council

Full Council Meeting 10th June 2025

Burwash Parish Councillors are hereby summoned to attend a meeting of the Full Council of Burwash Parish Council to be held on Tuesday 10th June 2025 at **7.00pm** at the Pavilion, Burwash Common.

Emma Neil

5th June 2025

Emma Neil – Clerk & RFO

Tel: 07375 809 660 Email: parishclerk@burwashparishcouncil.gov.uk

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

A G E N D A for 10th June 2025

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 15 minutes allocated to public time at the beginning of the meeting where anyone can 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@burwashparishcouncil.gov.uk.

Please note that this meeting will be audio recorded to assist with accurate minute taking.

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.

5.1 Councillors to receive and **RESOLVE** to adopt the minutes of the meetings held on 13-05-25 as an accurate record of the meeting.

6. Finance & Administration Committee.

6.1 Full Council **RESOLVE** to adopt the following documents:

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- 6.1.1 Bank statements for May 2025.
- 6.1.2 Income & expenditure statement for May 2025.
- 6.1.3 Bank reconciliations for May 2025.
- 6.1.4 Statutory balance sheet.
- 6.1.5 Payments schedule for May 2025.
- 6.1.6 Grant request for £500.00 from Air Ambulance Charity, Kent/Surrey/Sussex, ongoing operational costs.
- 6.1.7 Grant request for £900.00 from Burwash Village Hall for maintenance & improvement of the meeting room. ESALC & NALC subscription membership for 2025-26 of £816.12.

7. Annual Governance Statement 2024-25 (section 1).

RFO requests Council **RESOLVE** to agree the following statements declaring the Council's responsibility for ensuring the sound system of internal financial control:

- i. **RESOLVE** – We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
- ii. **RESOLVE** – We maintained an adequate system of internal control including measures designed to present and detect fraud and corruption and reviewed its effectiveness.
- iii. **RESOLVE** – We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
- iv. **RESOLVE** – We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
- v. **RESOLVE** – We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- vi. **RESOLVE** – We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
- vii. **RESOLVE** – We took appropriate action on all matters raised in reports from internal and external audit.
- viii. **RESOLVE** – We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
- ix. **Not Applicable** – Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/Assets, including financial reporting and, if required, independent examination or audit.

Clerks Note: advised by internal auditor that as the governing documents have not been legalised, this does not apply re the Village Hall this year but should be included as a statement for financial year 2025-26.

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8. Accounting Statements 2024-25 (AGAR) – Section 2.

RFO request that Council **RESOLVE** to approve the accounting statements (AGAR) for 2023-2024 as submitted.

9. Planning Committee.

9.1 Members of the Planning Committee **RESOLVE** to consider the following planning applications and any applications that are validated between publishing the agenda and the meeting:

- a. RR/2025/698/P: Pons Farm Cottage, Witherenden Hill, Witherenden, Burwash Rear dormer roof extensions, recladding of existing property to match the original treatments and minor internal reconfigurations.

[To view the application please click here.](#)

10. Community & Events.

10.1 Update on the Kipling Film festival: Cllr. Dorey Flint.

10.2 Update on Best Floral Display competition: Cllr. Newman.

10.3 Update on bus shelter improvements: Clerk.

10.4 Full Council **RESOLVE** to discuss and agree on a new Parish noticeboard at Burwash Common.

10.5 Full Council **RESOLVE** to discuss other items for the next agenda and points moving forward.

11. Traffic & Transport and Environment & Maintenance Working Party.

11.1 Councillors to note that there has been no meeting since the previous Full Council. Next meeting is scheduled for 01-07-25.

12. Neighbourhood Plan Revision.

12.1 Full Council to note and **RESOLVE** to accept the submitted report & subsequent recommendations on the meeting with Rother regarding revising the Neighbourhood Plan.

12.2 Full Council to agree on the membership of the steering group.

12.3 Full Council **RESOLVE** to review and accept the supporting documentation on revision of the neighbourhood plan.

13. Policies & Risk Assessments.

13.1 Full Council **RESOLVE** to agree to the updated risk assessment for Down Meadow.

14. Village Hall.

Clerk to provide a verbal update on the village hall and progress of sole trustee status.

15. Clerk's Update & Correspondence.

15.1 Clerk to provide an update on delegated items as well as recent relevant correspondence to the Clerk. To include:

- i. Telephone box glass.

15.2 Field between Rye Green Farm & Judins (A265), owners request for sale to the Parish Council. Full Council **RESOLVE** to discuss and agree the land potential and any subsequent offer for the land. Full Council further **RESOLVE** the Clerk is authorised to action the decision made.

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

17. Date of next meeting.

Tuesday 8th July 2025 – 7pm – Pavilion, Burwash Common.

ENDS