



Full Council Meeting

Burwash Parish Council

Minutes of the Full Council meeting of Burwash Parish Council held on Tuesday 10th March 2026 at 19.00. The meeting was held at the Burwash Parish Rooms.

Members Present: Cllr. K. Lloyd (Chair), Cllr. R. Franklin, Cllr. S. Franklin, Cllr. T. Johns, Cllr. J. Lynn, Cllr. J. Kenny, Cllr. B. Bridgmount, Cllr. E. Hart, Cllr. A. Newson, Cllr. C. Chapman and Cllr. L. Elmslie.

Apologies: Cllr. A. Dorey Flint & Cllr. J. Barnes.

Also Present: Cllr. E. Kirby-Green.

Members of the Public:

There were 10 members of the public present.

The Chair confirmed that the meeting was recorded by the Parish Council from Item 2 onwards.

Meeting opened: 19.00.

1. Public Time.

There were 10 members of the public present.

Residents brought the following issues to the Council:

- Resident notified Council of the intention to submit a full planning application for change of use to The Bell on the high street. Plans will see the building split into two accommodation spaces. Council noted that any formal response would be made through the Planning Committee once the full submission was received through Rother's planning list.
- Resident noted that there was a quick response from Highways regarding a collapsed drain on the Straight Mile.
- Resident shared concerns about potholes not being filled on Witherenden Hill.
- Resident requested more information on agenda item 17. The Chair confirmed that this item would be held under closed session and no additional information was available.

ENDS

2. Reports from District & County Councillors.

Cllr. Kirby-Green noted that in the absence of Cllr. Barnes there was no update from Rother District Council. Cllr. Kirby-Green confirmed the following points:

- The local plan is still open for consultation on allocated sites.
- The budget is now balanced, due to the hard work of the Financial Director at Rother.



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For ESCC Cllr. Kirby-Green confirmed the following points:

- Councillor elections are now confirmed to take place in May 2026.
- Email exchanges with Highways, Balfour Beatty and the Clerk have resulted in more work being done to the A265.

[Recording Commenced]

3. Apologies for Absence.

As above.

4. Disclosures of Interest.

Cllr. Lloyd declared that he is a trustee of the Burwash Scouts charity & Church Warden at St Philips Church.

Cllrs. Newson and Kenny as founders of Wild About Burwash.

The Clerk confirmed that they would not be able to vote on items related to their DOI.

5. Accuracy of the minutes of the previous meeting.

5.1 Full Council **RESOLVED** to adopt the minutes of the meetings dated 10-02-26 as an accurate record of the meeting.

6. Finance & Administration Committee.

6.1 Full Council **RESOLVED** to agree to the proposed audit objection response & supporting statement from Cllr. Franklin with agreed amendments from Cllr. Newson & Cllr. Johns to be included. Clerk to action. – *Completed*.

6.2 Full Council **RESOLVED** to agree to Burwash being involved in the pilot scheme for taking the AGAR digital.

6.3 Full Council **RESOLVED** to adopt the following documents:

6.3.1 Bank statements for February 2026.

6.3.2 Income & expenditure statements for February 2026.

6.3.3 Bank reconciliations for February 2026.

6.3.4 Statutory balance sheet.

6.3.5 Payments schedule for February 2026 ([Appendix A](#)).

[Meeting Paused: 19.14]

[Meeting Resumed: 19.21]

6.3.6 Full Council **RESOLVED** to agree the grant request for £3,500.00 towards new flooring in the changing rooms for the BPFA.

6.3.7 Full Council **RESOLVED** to agree the grant request for £1,450.00 towards the new perimeter pathway for Friends of Oakdown House.

7. Planning Committee.

7.1 Full Council noted that there has been no committee meeting since the last meeting of the Full Council.



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7.2 Full Council **RESOLVED** to agree the proposed response to the National Policy Framework changes consultation as submitted with the inclusions from Cllr. Lloyd and Newson. Clerk to submit – *Completed*.

7.3 Cllr. Lloyd fed back on the public meetings held on 21-02-26 regarding the Rother local plan site allocations for Burwash. Over 100 residents attended each event. Next step is to formally present a report to the Planning Committee from the Neighbourhood Revision Working Party. Cllr. Lloyd thanked Cllr. Kirby-Green and the Parish Councillors who attended the public meetings.

7.4 Full Council **RESOLVED** to agree to delegate the formal response to the Rother Local Plan site allocation consultation to the Planning Committee.

8. Community & Events.

8.1 Full Council **RESOLVED** to agree the Parish Council has a presence at the Summer Fetes.

8.2 The Clerk reported that the newsletter was being collated and should be ready by the end of March. Cllr. Franklin requested that the need for Speedwatch volunteers be included in the newsletter.

9. Community Build Project Steering Committee.

9.1 Councillors discussed their views on the minutes of the meetings held on 20-01-26 & 18-02-26.

Members of the Steering Committee **RESOLVED** to agree that the minutes of the meeting held on 20-01-26 were an accurate record of the meeting. Cllr. Kenny requested it to be noted that he voted against. Resolution carried by majority vote.

Members of the Steering Committee **RESOLVED** not to agree the minutes of the meeting held on 20-02-26 as an accurate record of the meeting.

9.2 Full Council **RESOLVED** to adopt the minutes of the meeting held on 20-01-26 as an accurate record of the meeting.

Full Council were not requested to resolve on the minutes of the meeting held on 18-02-26 as they had not been agreed by committee members.

9.3 Councillors discussed the dissolution of the Steering Committee.

Full Council **RESOLVED** to agree to the dissolution of the Steering Committee and the creation of a working group to research projects, to include a new community building and conduct a community survey.

Terms of reference framework to be drawn up by the Clerk

Cllrs. Lloyd, Lynn, Newson, Elmslie, Kenny & Johns to be members of the working party.

9.4 The Clerk noted that the project outline is to be confirmed and will come back to Full Council with the full terms of reference after the first meeting.

10. Traffic & Transport Working Party.

10.1 Members of the Traffic & Transport Working Party **RESOLVED** to agree the minutes of the meeting held on 03-03-26 as an accurate record of the meeting.

10.2 Full Council **RESOLVED** to adopt the minutes as above as an accurate record.



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10.3 Full Council **RESOLVED** to agree to the exploration of funding to protect grass verges in Burwash Common.

10.4 Cllr. Franklin noted that the working party is moving to quarterly meetings.

The Clerk advised Council that working parties should be used to progress or 'work up' an agreed project. If there is no project, a formal working party should be dissolved with items being included on the Full Council agenda if needed.

11. Environment & Maintenance Working Party.

11.1 Members of the Environment & Maintenance working party **RESOLVED** to agree the minutes of the meeting held on 03-3-26 as an accurate record of the meeting.

11.2 Full Council **RESOLVED** to adopt the minutes as above as an accurate record.

[Meeting Paused: 19.51]

[Meeting Resumed: 19.55]

11.3 Full Council **RESOLVED** to agree to the submitted preapplication for international dark skies status.

11.4 Cllr. Johns reported an update on the emergency plan including advice on DBS checks for volunteers and the work completed on the generators including plans for fitting wheels on both units.

Clerk to action the emergency plan leaflet for residents in the next ebulletin.

Clerk to request the handyman assist Cllr. Chapman in pruning the lime trees on the High Street.

12. Neighbourhood Plan Steering Group.

12.1 Members of the Steering Group **RESOLVED** to agree to the minutes of the meeting dated 05-02-26 & 03-03-26 as an accurate record of the meeting.

12.2 Full Council **RESOLVED** to adopt the minutes as above as an accurate record.

12.3 Cllr. Lloyd noted that Council had resolved under item 7.4 to delegate to the Planning Committee the formal consultation response to the site allocation section of the local plan and the group would work on a report to the Planning Committee in time for their next meeting on 17-03-26.

13. Devolution & Local Government Reorganisation Update.

13.1 Full Council noted the email update on devolution of assets as submitted.

13.2 Full Council **RESOLVED** to agree to continue with the asset devolvement of the smaller square car park by Prospect Cottages and the land at Hornbeam on the corner of Shrub Lane & Strand Meadow.

Cllr. Kenny requested it be noted that he abstained from the vote on the smaller car park..

The Clerk advised that there would be considerable maintenance in adopting the smaller car park and further discussions on how it can operate and confirmed CiL funding could be used for this purpose.



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14. Policies & Risk Assessments.

14.1 Councillors discussed their view on the current grant system and the submitted example from Heathfield & Waldron Parish Council.

The Clerk advised that the documents could be combined and put forward to the Finance & Administration Committee for final approval.

Full Council **RESOLVED** to delegate the new grant process to the Finance & Administration Committee. Clerk to action.

15. Clerks Update & Correspondence.

15.1 The Clerk noted that there is no update on resident correspondence.

15.2 Councillors discussed the proposed A265 residents action group and noted that more information was needed before support was given by the Council. Cllr. Lloyd to feedback to the residents involved and suggest they attend the Traffic & Transport working party meetings.

16. Heathfield Youth Hub.

16.1 Cllr. Elmslie reported to Council on the recent visit to the new Heathfield Youth Hub. Purpose was to spread the work on activity at the hub and get support from local parish councils.

Cllr. Lloyd put a motion forward to request Cllr. Hart lead on communication with the hub. Cllr. Hart agreed.

Full Council **RESOLVED** to agree delegated authority to Cllr. Hart on the Heathfield Youth Hub.

Clerk to advertise the activities at the hub through the ebulletin.

[Meeting Paused: 20.20]

[Meeting Resumed: 20.20]

17. Land on the Southeast side of Coppers Hill, Burwash (Judins Field).

17.1 Full Council **RESOLVED** to exclude members of the public and press for this item under the Public Bodies (Admission to Meetings) Act 1960. This was a closed session.

17.2 Full Council **RESOLVED** to not make an offer on the land. Clerk to communicate the decision to the owners. – *Completed.*

18. Items for noting or including on a future agenda.

- Report on meeting post Councillor training.
- Parish Assembly meeting date.

19. Date of next meeting.

Tuesday 14th April 2026 – 7pm – Burwash Parish Rooms.

Meeting Ends 20.30



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X

Cllr. Keith Lloyd
Chair, Burwash Parish Council

Appendix A: Payment Schedule as at 28-02-26.

As at 28-02-26			Payment Schedule 28-02-26				
Payee	Date	Ref	Net	VAT	Gross	Details	Status
EDF Energy	02-Feb	1051	80.02	0.00	80.02	Electricity Parish Hut	DD
Jane Clarke	02-Feb	1052	83.60	0.00	83.60	Train ticket to SLCC conference (refund)	PAID
Mark Pursey	02-Feb	1053	467.99	0.00	467.99	Handyman for January 2026	PAID
Mulberry Local Authority Services	02-Feb	1054	468.00	93.60	561.60	Councillor training 12th Jan 2026	PAID
Adobe	05-Feb	1055	16.64	3.33	19.97	PDF Editor Tool	DC PAID
Amazon	09-Feb	1056	3.74	0.00	3.74	Flip chart pens for Public Meeting Local Plan	DC PAID
Amazon	09-Feb	1057	10.32	2.07	12.39	Post it notes for Public Meeting Local Plan	DC PAID
Amazon	09-Feb	1058	13.74	2.75	16.49	Flip chart paper for Public Meeting Local Plan	DC PAID
Doxzoo	09-Feb	1059	122.98	0.00	122.98	Local plan Public Meeting Flyer printing	DC PAID
Post Office	09-Feb	1060	100.00	0.00	100.00	Cash withdrawral for parish posting of public meeting flyer	PAID
Amazon	11-Feb	1061	6.88	1.38	8.26	Handsoap Village Hall	DC PAID*
Amazon	11-Feb	1062	10.11	2.03	12.14	Kitchen cloths Village Hall	DC PAID*
GoDaddy	11-Feb	1063	51.96	10.39	62.35	Domain registering for website (annual payment)	DC PAID
Amazon	12-Feb	1064	5.82	1.16	6.98	Black bin liners Village Hall	DC PAID*
Amazon	12-Feb	1065	11.07	2.22	13.29	Tea towels village hall	DC PAID*
Emma Neil	12-Feb	1066	23.00	0.00	23.00	Refund Taxi SLCC Conference	PAID
Emma Neil	12-Feb	1067	33.29	0.00	33.29	Train to London SLCC Conference Refund	PAID
Caroline Huband	12-Feb	1068	301.79	0.00	301.79	Cleaning Public Toilets February 2026	PAID
Modulek Ltd	12-Feb	1069	395.00	79.00	474.00	Concept design drawings Community Build Project	PAID
Amazon	16-Feb	1070	24.15	4.83	28.98	External ashtray village hall	DC PAID*
Mailchimp	17-Feb	1071	19.60	3.92	23.52	HTML Template ebulletin	DC PAID
Cartridge Save	17-Feb	1072	91.19	18.24	109.43	Printer Ink Internet & Parish Office	DC PAID
Giffgaff	18-Feb	1073	5.00	1.00	6.00	Clerks Mobile Phone	DC PAID
Zoom	18-Feb	1074	13.99	2.80	16.79	Video Conference License	DC PAID
Daisy (xIn Communication)	23-Feb	1075	71.39	14.28	85.67	WiFi & landline Parish Office	DD
Amazon	23-Feb	1076	54.15	10.83	64.98	Printer replacement Clerk's home office	DC PAID
Tamar Telecommunications	24-Feb	1077	6.00	1.20	7.20	Landline Phone	DD
TOTALS			2491.42	255.03	2746.45		



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GRANTS / DONATIONS							
TOTALS							
			0.00	-	0.00		
SALARIES							
E.Neil	26-Feb	Int Bank			tba	Feb Salary Clerk	Int Banking
Nest Pension	26-Feb	1078			418.90	Jan Pension Payment	DD
HMRC					0.00	Quarterly Tax & NI Contribution	DD
TOTALS							
			0.00	0.00	418.90		
GRAND TOTAL							
			2,491.42	255.03	3,165.35		

* Village Hall payments to be refunded

DD = Direct Debit

DC = Debit Card

DRAFT