



Full Council Meeting

Burwash Parish Council

Minutes of the Full Council meeting of Burwash Parish Council held on Tuesday 14th April 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. 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 5 members of the public present.

The Chair confirmed that the meeting was recorded by the Parish Council from Item 4 onwards.

Meeting opened: 19.00.

1. Public Time.

There were 5 members of the public present.

Residents brought the following issues to the Council:

- A resident requested information on when the Parish Priorities Working Group would meet. The Chair confirmed that the date is confirmed as 27-04-26. Clerk to email details to interested residents.
- A resident requested information on whether the lime trees felled on the high street would be replaced. The Chair confirmed that this is an item for discussion at this meeting under item 16.

ENDS

2. John Harmer, Local Footpath Warden for Burwash Parish.

Mr. Harmer presented an update on footpaths, bridleways and rights of way across the parish featuring work completed and in progress. The Parish Council thanked Mr. Harmer for a very interesting presentation.

3. Reports from District & County Councillors.

Cllr. Kirby-Green noted that members are now in the period of purdah with the elections being held on 7th May. Cllr. Kirby-Green confirmed the government delay in decisions regarding the split of the unitary areas which has now been delayed until after the elections.

[Recording Commenced]

4. Apologies for Absence.

As above.



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5. Disclosures of Interest.

None declared.

6. Co-Option of Councillor.

Full Council **RESOLVED** unanimously to co-opt Mr. Crawford Patterson onto the Parish Council as a Councillor. The Chair welcomed Cllr. Patterson to the Council.

7. Accuracy of the minutes of the previous meeting.

7.1 Full Council **RESOLVED** to adopt the minutes of the meetings dated 10-03-26 as an accurate record of the meeting.

8. Finance & Administration Committee.

8.1 Full Council **RESOLVED** to agree to the following documents:

8.1.1 Bank statements for March 2026.

8.1.2 Income & expenditure statements for March 2026.

8.1.3 Bank reconciliations for March 2026.

8.1.4 Statutory balance sheet.

8.1.5 Payments schedule for March 2026 ([Appendix A](#)).

8.1.6 Earmarked reserves report as at 31-03-26.

8.1.7 VAT claim for financial year 2026/2027.

8.1.8 Full Council **RESOLVED** to agree:

- The allocation of £3,995.36 into an EMR for devolution legal fees.
- The ringfencing of core reserves at 6 months of precept (£60,558)
- The interest payments on the CCLA Investment Fund to be reinvested into the fund and not into the current account.
- On the recommendation to move £50,000 from the current account into the CCLA Investment fund: Full Council **RESOLVED** to request the Clerk to review options on savings accounts in relation to the CCLA not being covered by the FCSA compensation scheme and deferred this item to the next Full Council meeting.

8.1.9 Full Council **RESOLVED** to agree to Mulberry Local Authority Services as the internal auditor for the next financial year.

8.1.10 Full Council **RESOLVED** Orchard Landscapes as the contractor for urban grass cutting for 2026/2027.

[Meeting Paused: 19.46]

[Meeting Resumed: 19.47]

8.1.11 Full Council **RESOLVED** to grant £1,000.00 to Burwash Girl Guides to purchase tents.

8.1.12 Full Council **RESOLVED** to grant £500.00 to Burwash Short Mat Bowls as part payment towards replacement mats.



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9. Planning Committee.

9.1 Members of the Planning Committee **RESOLVED** to agree that the minutes of the meeting held on 17-03-26 were an accurate record of the meeting.

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

9.3 Cllr. Lloyd noted that the submission to the site allocation consultation for the Rother Local Plan was submitted.

10. Community & Events.

10.1 Cllr. Bridgmount confirmed that the newsletter document had been written and formatted but would appreciate Council input. Clerk to circulate to Council by email for comment. – *Completed*.

11. Traffic & Transport Working Party.

11.1 Full Council noted that there had been no meeting since the previous Full Council meeting.

11.2 Cllr. Franklin noted that the Police Crime Commissioner has launched a consultation on speed limits and that two concerned residents have been signposted to contact the Crime Commissioner directly.

12. Environment & Maintenance Working Party.

12.1 Full Council noted that there had been no meeting since the previous Full Council meeting.

12.2 Cllr. Kenny noted that there was no update and handed over to Cllr. Johns. Cllr. Johns reminded Councillors to reconfirm their details for the emergency volunteer list of contacts for the emergency plan.

13. Neighbourhood Plan Steering Group.

13.1 Members of the Neighbourhood Plan Steering Group **RESOLVED** to agree that the minutes of the meeting held on 18-03-26 were an accurate record of the meeting.

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

13.3 Cllr. Lloyd noted that the group are now considering the update of policies in line with environment and infrastructure.

14. Devolution & Local Government Reorganisation Update.

14.1 The Clerk reported that a meeting with the Devolution team at Rother took place on 17-03-26. It was confirmed that Rother were devolving assets to Burwash as per the original request, including the smaller car park by Prospect Cottages. There was a query over land registry ownership of that car park, but the Clerk had requested the other 3 assets to be transferred on the same freehold document to reduce legal costs. Potential outcome in the Autumn.



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15. Policies & Risk Assessments.

15.1 The Chair confirmed that the Finance & Administration Committee had not met to review the grant policy. Full Council requested the Clerk arrange a meeting before the next Full Council meeting to review the policy.

16. Clerk's Update & Correspondence.

- 16.1** Pine Trees, Burwash Common: ESCC have now felled two dead trees. Work is ongoing to review the top of another tree. Work ongoing.
- 16.2** Lime trees, High Street: ESCC have felled 5 lime trees due to disease. Full Council requested the Clerk speak to ESCC regarding removal of roots and stumps and replanting. Work ongoing.
- 16.3** Resident email regarding highways has been referred to the Traffic & Transport Working Party.
- 16.4** Pavers, High Street: The Clerk confirmed that ESCC Highways is meeting with the Clerk & Cllr. Chapman to look at the pavers on 21-04-26.
- 16.5** Salt Pipe, Spring Lane: The Clerk confirmed that ESCC have replaced a grit bin in the wrong location leaving the top of Spring Lane without the salt pipe. Clerk is actioning replacement, work ongoing.
- 16.6** Reflective bollards, Shrub Lane: ESCC highways have replaced the reflective bollards by the bridge in the wrong place. Clerk has requested they be moved. Work is ongoing.
- 16.7** No other correspondence to note.
- 16.8** The Clerk confirmed that the Channel 5 programme, The Yorkshire Vet have donated a pet memorial bench that has now been installed at the Burwash Common & Weald Playing Fields.

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

- Councillor training feedback.
- Feedback on purchase of Sussex flag.
- Clerk confirmed that Councillor responsibilities list will be circulated.
- Ideas for resident engagement at the Parish Assembly.

18. Date of next meeting.

Annual Parish Meeting - Tuesday 12th May 2026 – 7pm – Pavilion, Burwash Common.

Meeting Ends 20.17

X

Cllr. Keith Lloyd
Chair, Burwash Parish Council



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Appendix A: Payment Schedule as at 31-03-26.

As at 31-03-26	Payment Schedule 31-03-26						
Payee	Date	Ref	Net	VAT	Gross	Details	Status
EDF Energy	02-Mar	1079	80.02	0.00	80.02	Electricity Parish Hut	DD
Amazon	03-Mar	1080	1.92	0.00	1.92	Stationary Parish Office	DC PAID
Amazon	03-Mar	1081	12.48	2.49	14.97	Stationary Parish Office	DC PAID
Cartridge Save	03-Mar	1082	179.05	35.81	214.86	Printer Ink for home & parish office	DC PAID
Mark Pursey	05-Mar	1083	347.56	0.00	347.56	Handyman for February 2026	PAID
DWA Fleet & Vehicle Services	05-Mar	1084	255.99	51.20	307.19	Annual service Generator Village Hall	PAID
DWA Fleet & Vehicle Services	05-Mar	1085	255.99	51.20	307.19	Annual service Generator Pavilion Burwash Common	PAID
Caroline Huband	05-Mar	1086	242.58	0.00	242.58	Cleaning Public Toilets Feb 2026	PAID
Adobe	05-Mar	1087	16.64	3.33	19.97	PDF Editor Tool	DC PAID
HM Land Registry	09-Mar	1088	14.00	0.00	14.00	Neighbourhood Plan Land Search	DC PAID
HM Land Registry	09-Mar	1089	14.00	0.00	14.00	Neighbourhood Plan Land Search	DC PAID
HM Land Registry	09-Mar	1090	14.00	0.00	14.00	Neighbourhood Plan Land Search	DC PAID
HM Land Registry	09-Mar	1091	14.00	0.00	14.00	Neighbourhood Plan Land Search	DC PAID
HM Land Registry	09-Mar	1092	14.00	0.00	14.00	Neighbourhood Plan Land Search	DC PAID
HM Land Registry	09-Mar	1093	14.00	0.00	14.00	Neighbourhood Plan Land Search	DC PAID
Amazon	11-Mar	1094	37.42	7.49	44.91	Carridge Clock retirement gift	DC PAID *
Amazon	11-Mar	1095	92.07	18.42	110.49	Telescopic ladder	DC PAID
Business Stream Water	12-Mar	1096	147.38	0.00	147.38	Waste Water public toilets	DD
Mulberry Local Authority Services	12-Mar	1097	15.00	3.00	18.00	Training Earmarked reserves & CIL Cllr. Dorey Flint	DC PAID
Mailchimp	17-Mar	1101	20.15	4.03	24.18	HTML Template ebulletin	DC PAID
Giffgaff	18-Mar	1102	5.00	1.00	6.00	Clerks Mobile Phone	DC PAID
Zoom	18-Mar	1103	13.99	2.80	16.79	Video Conference License	DC PAID
Daisy (xln Communication)	23-Mar	1104	76.47	15.30	91.77	WiFi & landline Parish Office	DD
Caroline Huband	23-Mar	1105	246.39	0.00	246.39	Cleaning Public Toilets March 2026	PAID
Orchard Landscapes	23-Mar	1106	250.00	50.00	300.00	Down Meadow Bracken Flail June 2025	PAID
Mr Robert Franklin	23-Mar	1107	51.00	0.00	51.00	Refund travel expenses to transport meeting	PAID
Tamar Telecommunications	24-Mar	1108	6.00	1.20	7.20	Landline Phone	DD
TOTALS			2437.10	247.27	2684.37		
GRANTS / DONATIONS							
Friends of Oakdown House	12-Mar	1098	1,450.00	-	1,450.00	Grant perimeter path as agreed	PAID
Burwash Playing Fields Association	12-Mar	1099	3,500.00	-	3,500.00	Grant changing room flooring	PAID
TOTALS			4,950.00	-	4,950.00		



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SALARIES							
E.Neil	27-Mar	Int Bank			tba	March Salary Clerk	Int Banking
Nest Pension	16-Mar	1100			418.90	Feb Pension Payment	DD
HMRC					0.00	Quarterly Tax & NI Contribution	DD
TOTALS			0.00	0.00	418.90		
GRAND TOTAL							
			7,387.10	247.27	8,053.27		

* Village Hall payments to be refunded

DD = Direct Debit

DC = Debit Card

DRAFT