



Burwash Parish Council

Annual Parish Meeting 12th May 2026

Burwash Parish Councillors are hereby summoned to attend the annual parish meeting of Burwash Parish Council to be held on Tuesday 12th May 2026 at **7.00pm** at the Pavilion, Burwash Common.

Emma Neil

6th May 2026

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 12th May 2026

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. Election of Chair.

Councillors to vote for the next Chair of Burwash Parish Council.

2. Election of Vice Chair.

Councillors to vote for the next Vice Chair of Burwash Parish Council.

3. Public Time.

4. Apologies for Absence.

5. 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.

6. Reports from District & County Councillors.

Cllr. Eleanor Kirby-Green and Cllr. John Barnes to verbally update Council on items of change or importance.

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7. Accuracy of the minutes of the previous meeting.

7.1 Councillors to receive and **RESOLVE** to adopt the minutes of the meetings held on 14-04-26 as an accurate record of the meeting. To include the following amendments:

- i. Item 8.1.8: Resolution to read “Full Council **RESOLVED** to agree to request the Clerk move the £50,000 into CCLA account to capture interest whilst confirming CCLA protection. Clerk to research alternative savings accounts to present back to Full Council.”
- ii. Item 15.1: To include the following resolution: “Full Council **RESOLVED** to agree to no grant requests being made until the Finance & Administration Committee have reviewed the current grant policy.”

8. Committees.

Full Council to **RESOLVE** to agree the following standard committee titles for 2026-2027 and further **RESOLVE** their membership.

- i. Finance & Administration Committee.
- ii. HR Committee.
- iii. Planning Committee.

9. Working Party Groups.

Full Council to **RESOLVE** to agree the following working party titles for 2026-2027 and further **RESOLVE** their membership.

- i. Environment & Maintenance Working Party.
- ii. Traffic & Transport Working Party.
- iii. Parish Priorities Working Party.

10. Appointment of Link Councillors.

Full Council **RESOLVE** to confirm the link Councillors relevant to the following stakeholder groups.

- i. Enforcement / Northern Parishes.
- ii. Internet Hub.
- iii. Rother Association of Local Councils (RALC).
- iv. National Association of Local Councils (NALC).
- v. Highways.
- vi. Police / PCSO.
- vii. Save Our Fields.
- viii. Speedwatch.

11. Finance & Administration Committee.

11.1 Members of the Finance & Administration Committee **RESOLVE** to agree that the minutes of the meeting held on 18-04-26 are an accurate record of the meeting.

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

11.3 Full Council **RESOLVE** to agree the recommended amendments to the grant policy as submitted.

11.4 Full Council **RESOLVE** to note the submitted report and agree the recommendations included in the report on the movement of funds.

11.5 Full Council **RESOLVE** to agree on the process to use for grants to the parish churches.

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11.6 Full Council to note that the internal audit is being conducted on 13-05-26. Year-end cannot be completed before the audit and, therefore, April & May 2026 finances will be available at the June meeting.

12. Planning Committee.

12.1 Members of the Planning Committee **RESOLVE** to agree that the minutes of the meeting held on 05-05-26 are an accurate record of the meeting.

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

12.3 Full Council **RESOLVE** to agree to the Clerk having delegated authority to answer any obviously non-controversial planning applications with input on email from members of the Planning Committee.

12.4 Cllr. Lloyd to provide a verbal update to Council.

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

13.1 Councillors to note that there has been no meeting since the last Full Council meeting.

13.2 Clerk to verbally update Councillors on the meeting with the Highways Stewards regarding the high street pavers.

14. Environment & Maintenance Working Party.

14.1 Councillors to note that there has been no meeting since the last Full Council meeting.

15. Parish Priorities Working Party.

15.1 Members of the Parish Priorities Working Party **RESOLVE** to agree that the minutes of the meeting held on 27-04-26 are an accurate record of the meeting.

15.2 Full Council **RESOLVE** to adopt the minutes as above as an accurate record.

15.3 Full Council **RESOLVE** to agree the proposed terms of reference for the working party.

15.4 Cllr. Lloyd to provide a verbal update to Council.

16. Clerk's Update & Correspondence.

16.1 Down Meadow bracken cutting. Full Council **RESOLVE** to agree the frequency of cuts.

16.2 Clerk to update Council on relevant issues brought to the Clerk's attention.

16.3 Update on high street lime tree stump removal and replanting.

17. Parish Assembly 21-05-26.

17.1 Full Council **RESOLVE** to discuss and agree details for the 2026 Parish Assembly.

18. Policies & Risk Assessments.

18.1 Scheme of Delegation – Changes highlighted in red to include delegated authority with the Chair for non-controversial planning applications.

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

- i. AGAR & Financial Governance for audit of 2025/6 financial year.
- ii. Internal audit report & recommendations.

20. Date of next meeting.

Tuesday 9th June 2026 – 7pm – Parish Rooms, Burwash.

ENDS