

Burwash Parish Council

Minutes of the Council Meeting

Held on the 8th January 2019, at 7.00pm in the Parish Room (Internet Resource)

Present

Chair Cllr Betty McBride MBE, Vice-Chair – Cllr Moore, Cllr Beeston,
Cllr Franklin, Cllr Jenner, Cllr Kenny, Cllr Mann, Cllr Pope and Cllr Vereker.

Public Time

- a. Councillors were asked by the Burwash Common & Weald Residents Association representative about:
 - i. The issue of fly tipping reoccurring on the footpath between Vicarage Road and Vicarage Lane. The area still needs to be properly cleared.
 - ii. The BCWRA would like to start the discussion about potential 20 mph areas to be identified within the Weald and Common

RESOLVED – For the Clerk to meet with the BCWRA and discuss both of the above items and identify potential steps for addressing them to bring back to Council. It was noted that land owners with rights of way running through their land could be approached to help monitor the situation and clear the paths.

- b. The Joint Chair of the Neighbourhood Plan (NP) reiterated the need for the Parish Council to pursue its Rolling Plan, welcoming in particular the focus on traffic calming within the village. He called for funding to support the delivery of the plan. He stated that during the many consultations the NP groups had conducted, traffic was always a key issue across the community.

1. Apologies for Absence

Apologies received and noted from – Cllr Caulkin. It was noted that Cllr Elmslie had resigned. Councillors agreed the Chair would send a note of thanks for her years of service.

2. Disclosures of Interest

Cllr Rees declared a financial interest in the item from the Burwash Cricket Club (Grants) and said he would not vote or take part in any discussion on that item.

3. Report from County and District Councillor

- a. County Councillor reported that:
 - i. The order for officially modifying the definitive map to add in the footpath from the A265 down towards the iron memorial gates onto the playing field has been approved.
 - ii. Thanks were given to Burwash residents and the Outsiders Group for raising the numerous issues and concerns about the recently laid road surface on the High Street. Agreement that with over 20 outstanding issues to be fixed, the job had been badly managed. Contractors will be making the repairs at their own expense. Councillors asked that ESCC should hold contractors to account over such poor management of the project.

4. Accuracy of the minutes of the previous meeting

RESOLVED – minutes of the Council Meetings held on:

- a. Full Council 13th November 2018 were a correct record of the meeting.
- b. It was noted that the December 2018 meeting was cancelled due to an error on the required Councillor numbers to be quorate.

5. Correspondence to the Clerk

Full report is available online at burwash.org for correspondence received up to 02/01/19.

- a. A request from Trinity Homes for the Parish Council to write on the conduct and behaviour of the team during the construction of Rectory Court.
RESOLVED – Councillors agreed that the conduct and behaviour of the team had been helpful and professional in all our dealings they had had with them. The Clerk will write a letter confirming this.
- b. A request from RALC for a payment of the online mapping system
RESOLVED – Councillors agreed there was no requirement for the online mapping system. The Clerk to report this back to RALC.
- c. Thank you notes had been received from:
- The Poppy Appeal for the Council’s £150 donation for the poppy wreaths.
 - BW&C Playing fields for the previous grants (2017/18 and 2018/19).
- d. The Clerk had received five individual letters from residents outlining their support for Rolling Plan.
- e. The Clerk had received a letter from a resident wishing to build properties next to Clover Leys. They wish to discuss the application with Councillors before submitting to Rother.
RESOLVED – Cllr Jenner, Chair of Planning to meet with the resident to discuss the plans.
- f. The Chair had received a request from Brightling Council to confirm the beginning and end of Perrymans Lane and Fontridge Lane.
RESOLVED – Cllr Jenner would work with Chair of Brightling Parish Council to confirm the position of the roads.

6. HR Committee

Chair of the HR Committee Cllr McBride confirmed the HR Committee met on the 04/01/19. Full Council were asked to resolve on their recommendations:

- a. **RESOLVED** – The Clerk’s hours to increase to 21 hours, back dated to 26/11/18.
- b. **RESOLVED** – For the Clerk to have 10 set hours during the week split between Tuesday and Thursdays every week 9.30am-2.30pm. The remaining 11 hours will be flexible working hours covering additional monthly/weekly tasks and meetings.
- c. **RESOLVED** – The Clerk to focus three hours a week on her CiLCA Qualification completing a module a week up until May 2019. After May these three hours will be put to work on the delivery of the Rolling Plan.
- d. **RESOLVED** – The Chair of HR to meet with the Clerk for a ½ hour mentoring session each week to help set priorities for that week based on the resolutions from Council and the regular weekly/monthly/yearly tasks the Clerk is required to complete.
- e. **RESOLVED** – For the Clerk to write a full report with Cllr Moore on the refurbishment of the Parish Hut ready for the full council meeting in February.

The Clerk wished to formally thank the members of the HR Committee for the time and support they had given to the matter in making her working conditions better and more manageable.

7. Finance (standing item)

The new Chair of Finance is Cllr Moore. For this month the Clerk reported on:

- a. The bank balances at 31/12/19 were:
- i. Community account at £28,377.97
 - ii. Savings Account at £23,739.56

RESOLVED – To approve the following payments. The Chairman of Full Council signed the approved payment schedule.

Payment Schedule	Cheq No.	Amount	
EDF	D/D	£59.00	December '18 and January '19
Pet Waste Solutions	S/O	£114.00	December '18 and January '19
Adam Watts	S/O	£15.00	December '18 and January '19

NEST (pension)	D/D	£19.63	December '18 and January '19
Jane Cheshire	102346	£214.97	Clerk's expenses DaSA Doc/Flowers/Microsoft Package
Mary Clarke	102347	£434.11	Costs for Poppy Bench
Viking Direct	102348	£357.18	Stationery costs stamps, paper and laser toners
LW Safety Ltd	102349	£70.34	Fire extinguishers check
HMRC	102350	£72.13	Employers NI Dec
Donna Moles	102351	£1,050.00	Stage 6 Invoice
Sussex Wildlife Trust	102352	£120.00	NP invoice for biodiversity report
GTA Civils	102353	£180.00	Payment for Site Visit
East Sussex C/C	102354	£135.00	Payment for Brown Sign Application
Rother District Council	102355	£55.00	Payment for hut rent
HMRC	102356	£72.13	Employers NI Jan
Handyperson	102357	£147.15	Clearing and painting grit pipes
GTA Civils	102358	£900.00	Traffic Report
Jane Cheshire	102359	£54.20	Clerk expenses – Keys cut for office and Internet Café and Phone
Remembrance Ltd.	102360	£1,359.00	Names Blocks Remembered Ltd. - Reissued
City Escapes	102361	£55.30	November cut
Lesley Elmslie	102362	£48.98	To replace cheques 102244 and 102343

- b. Members were asked to receive and note the following reports:
 - iii. Budget Monitor – No items to note as all have been reviewed and covered in the budget virements report
 - iv. Statement of Earmarked Reserves – Earmarked Reserves now at £37,579.65 – expenditure from Neighbourhood Plan(NP) Grant and NP Earmarked reserves.
 - v. Bank Reconciliations – Are at £0 as they should be
- c. Internet Café income – No funds have been received since September 2018
- d. Councillors received and noted the RFO's End of Year forecast Report
- e. **RESOLVED** – Councillors agreed to the RFO's proposed virements in her report

8. Budget and Precept

There was a full discussion to set a budget which will enable the Council to deliver the agreed Rolling Plan. The Plan was devised following feedback arising largely from the development of our Neighbourhood Plan (NP). It was agreed that the NP had provided the opportunity for far-reaching and meaningful consultation across the whole community.

RESOLVED – To agree a budget (and precept) of £65,000 to enable the delivery of the rolling plan. This is equivalent to a Band D household in the Parish paying an increase of 38 pence per week. Councillors heard that the total cost to a Band D household would be £51.55 per year. The Clerk reported that this is still significantly lower than the national average. The average household precept across Rother is around £75.00. The budget was agreed, with nine votes in support and one against. Cllr Vereker asked that his vote against be recorded.

The second key item discussed was reviewing the Finance Committee's recommendations for the grant allocations.

RESOLVED – To accept the recommendations from the Finance Committee a total of £10,399 to be allocated to the received grants applications. The grants were accepted seven votes in

support and three against. Cllrs Vereker and Jenner asked that their votes against the grant breakdown to beneficiaries be recorded.

RESOLVED – To review the grant awarding process for the 2020/21 grants. Cllr Jenner will work with the Clerk for proposed recommendations.

RESOLVED – Grant Allocations for 2019/2020

Organisation	Requested Grant	Av per year last 4 years	Recommended Grant Given
Battle Area Community Transport	£1,000	£1,000	£1,000
Burwash Bonfire	£400	£402.50	£350
Burwash Brownies and Guides	£400	£745	£400
Burwash Cricket Club	£1,000	£930	£600
Burwash Playing Field Association	£2,000	£1,570	£1,250
Burwash Scouts	£299	£438.75	£299
Burwash Weald & C MF Playing Field	£3,000	£1,605.00	£2,000
Burwash Weald Cricket Club	£1,000	£1,000	£600
St. Barts	£1,250	£1,190.00	£1,250
St. Philips	£1,800	£853.75	£1,800
Village Hall	£1,000	£644	£850.00
Wealden Works	£900	£0	£0
Total Requested	£14,049		£10,399

9. Neighbourhood Plan (Standing Item)

Councillors were given a verbal report which confirmed that the first full draft of the Neighbourhood Plan was in its final stages and would be brought to Council.

RESOLVED – To hold a specific EGM for Councillors to discuss the draft NP in full. Clerk would liaise with the NP Steering Group to identify a suitable date for the EGM.

10. Planning (Standing Item)

a. Strand Meadow – The planning application RR/2018/1787/P will be taken to the Planning Committee on the 17/01/2019. As three petitions have been put to Rother a discussion will take place to decide who will be the speaker on the day.

b. Planning Application – RR/2018/3067/P & L – Thatchers Barn Cottage

RESOLVED – to support the application on the condition that the garage was tied to the house under a S106 agreement so it could not be sold off as a separate property.

11. Co-Option

Councillors decided to postpone discussion on whether to co-opt a new Member.

12. Kipling Statue

Councillors received a verbal report on the potential unveiling event for 2019. It is not possible to get all parties together in the near future for the proposed unveiling event. Therefore, it was proposed to do a smaller, informal 'unboxing' event in early February. There are proposals to do a 'Kipling Day' in partnership with the National Trust which will feature the Statue.

RESOLVED – For the Clerk to work with Cllr Moore to organise an 'unboxing event' for the Kipling statue and to set up a meeting with the new manager at Bateman's.

13. Traffic and Parking

a. **Traffic Strategy** – The report has been submitted by GTA Civils. The Clerk will work with Cllr McBride to review the paper in detail and start the discussion with East Sussex County Council about the length of the 20mph zone throughout the village and the next steps. A paper of recommendations will be brought to the full council meeting in February.

b. **Response to the CPE Consultation** – Councillors agreed that although there is no proposed 'metered' parking within Burwash they would write to support this and to reiterate how positively we view the prospect of taking on responsibility for our village car park.

RESOLVED – The Clerk to draft a response to send before the deadline of the 14/01/19.

c. **Village Car Park** – Councillors were disappointed with the final response from council executive Malcolm Johnson, dismissing the option to take our request for the car park freehold to Cabinet. Councillors will once again ask the Leader of the Council that the matter be properly discussed by Members in an open forum.

14. Preparations for 2019 Election

The next elections are set for the 02/05/2019.

RESOLVED – The Clerk to draft a web page which will start to inform residents of the date of the election and the role of the Council and Councillors. This will be brought to February's meeting for Councillors to review and approve.

15. Meeting with East Sussex Highways

d. **Wild Flower Verges** – A meeting and walk took place to discuss the designation of the whole of Willingford Lane as a wildlife verge. Highways have agreed to this if the Parish Council supports it.

RESOLVED – The Parish Council fully supports the designation of the whole of Willingford Lane as a wildlife verge. Councillors also asked the Clerk to write and thank the resident involved for all their time and effort in pursuing this matter.

e. **Urban Cuts within the Parish** – Councillors received maps of the proposed areas to be cut by the Parish Council from April 2019 onwards and a proposed outline for the contract to put out to tender.

f. **RESOLVED** – For the Clerk to work with Councillors Jenner and Pope to agree the areas and put together the tender for approval at full council in February.

16. Down Meadow

Councillors received a written update report. There is more work to be done on final costings for the management plan going forward.

RESOLVED – For Cllr Kenny and the Clerk to bring a full costed report to February's meeting.

17. Events Timetable

Councillors to agree the proposed timetable for 2019 events.

RESOLVED – The Clerk to send around dates for next year's key Council events. If no objections they would be set for 2019. The Clerk will also find other key Parish events for the year.

Meeting Closed at 9.25pm