

# Burwash Parish Council

## Minutes of the Council Meeting

Held on the 12<sup>th</sup> March 2019, at 7.00pm in the Parish Room (Internet Resource)

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### Present

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

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### Chair's Remarks

Due to power cuts in the village, arrangements were being made to move the meeting at short notice. It proved not to be necessary, but it was noted that the new owners of The Wheel Inn had been very helpful.

### Public Time

- a. A member of the public was concerned that they hadn't been notified about the agenda item on Down Meadow (Agenda item 18.) Councillors confirmed that they would consider the points the resident made in their discussions on the Meadow.

### 1. Apologies for Absence

Apologies received and noted from – Cllr Beeston and Cllr Kenny.

### 2. Disclosures of Interest

No declarations made.

### 3. Report from County and District Councillor

County and District written report available at: <http://www.burwash.org/parish-council/meeting-reports.html> . Cllr Kirby-Green attended as District Cllrs for any questions in Cllr Barnes absence. No questions were asked. Cllr Kirby-Green left after the agenda item for another Parish Council meeting at Mountfield.

### 4. Accuracy of the minutes of the previous meeting

**RESOLVED** – minutes were a correct record of the meeting of the Council Meetings held on:

- a. Full Council 12<sup>th</sup> February 2019
- b. Finance Minutes 26<sup>th</sup> February 2019.

### 5. Correspondence to the Clerk

- a. Parking issues - A meeting between the PCSO and a resident has been arranged for 4<sup>th</sup> April.
- b. The BCWRA has agreed that they will move the fly tipping at the top of the twitten between Vicarage Road and Lane. They expressed their concern at the potential for repeat offending. Councillors thanked them for taking the time to do this, and said they would continue to support them in trying to stop repeat offending. It was noted that fly tipping is the responsibility of Rother D/C.

**RESOLVED** – For Council to delegate the Clerk to pay up to £40 for removing the hardcore and other non-garden rubbish from the site.

### 6. Finance (standing item)

Finance (standing item) for the Chair of Finance Committee to report on:

- a. The bank balances at 28/02/19 were at £20,826.94

Payment Schedule	Cheq No.	Amount	
EDF	D/D	£59.00	
Pet Waste Solutions	S/O	£114.00	

Adam Watts	S/O	£15.00	
NEST (pension)	D/D	£19.63	
Jane Clare	S/O		
Lesly Elmslie	102381	£119.41	Reissued cheque cancelled cheque 102374
Jane Clarke	102382		Additional Salary paid by cheque until S/O changed
HMRC	102384	£244.04	£70.60 Employee Tax, £80.67 NI Employee Contribution, £92.77 Employer NI Contribution
Handy Person	102385	£50.85	Helping with Kipling Statue and removal of wooden box
Pet Waste Solutions	102386	£29.00	Extra Payment
Adam Watts	102387	£140.00	Extra Work
David Taylor	102388	£200.00	This is to replace the £250 cheque to the school for the magic show they got at a better rate so BPC are paying the supplier directly
DS2 LLP	102389	£600.00	The previously resolved amount to share the cost of the legal fees for Strand Meadow
Uniserve	102390	£83.28	Setting up Office Business and site visit to Internet Café
Steve Moore	102391	£50.00	Tea and Coffee after Kipling unveiling
Lesley Elmslie	102392	£58.98	To replace cheques 102244, 102343 and 102361 plus an additional £10 for a calendar
Jane Cheshire	102393	£457.94	Expenses for March

- b. Council approved the above payments. The Chairman signed the payment schedule.
- c. Members were asked to receive and note the:
- i. Budget Monitor – Nothing to note everything as it should be RFO will make recommendations on some virements
  - ii. Statement of Earmarked Reserves – Earmarked Reserves now at £36,829.65
  - iii. Bank Reconciliations – Are at £0 as they should be
- a. Internet Café income has been received: £205.85 - Sept to Feb
- b. Councillors to agree the internal auditor for 2018/19  
**RESOLVED** – internal auditor to be Peter J. Consultants.
- c. Councillors to note the year-end figures as:
- i. **Income to date**  
Precept = £40,462  
Sale of Kipling Bust = £572  
Sale of Burwash Map Adverts = £760  
Interest from savings = £11  
Kipling Donations = £20,980  
**TOTAL = £63,142**
  - ii. **Expenditure to date**  
Budgeted Expenditure including expenditure from Earmarked reserves = £50,931  
Kipling Expenditure = £19,727  
**TOTAL = £70,658**
  - iii. **Additional Items to note**  
Total expenditure from Earmarked reserves £7,789.80  
Expenditure from General Working Capital £2,470.00  
Transfer to earmarked reserves of £5,436 (NP Grant 2018/19)  
Expected expenditure until 31<sup>st</sup> March 2019 around £1,400
  - iv. **Forecast EOY Position = £1,559 surplus**
- d. Council to agree recommendations as per the RFO's report:

- i. **RESOLVED** – To Vire income from the Kipling Map to pay for additional Burwash Map items up to £540.
- ii. **RESOLVED** – To wait until after the accounts have been closed post 9<sup>th</sup> April 2019 to agree any virements into the earmarked reserves.

## 7. Budget 2019/20

Councillors received an updated budget with a few amendments from the January meeting.

**RESOLVED** – To accept the final budget version. Cllr Vereker asked his vote against the proposed budget be noted.

## 8. Neighbourhood Plan (Standing Item)

Councillors were given a verbal report following a meeting with Rother District Council. In spite of arguments and evidence from the BPC, the RDC officers confirmed that the allocated number of houses required of Burwash would remain at 52 units.

**RESOLVED** – The Councillors to report back to the NP Steering Group for a further consultation go out to the community identifying all potential sites without comment or preference.

**RESOLVED** – For the Clerk to provide all expenditure to date from the grant funds.

## 9. Planning (Standing Item)

No key items from the Planning Committee to report. The Clerk noted that the 'Spindlewood' Planning application went to an EGM on the 4<sup>th</sup> March. Over 100 people attended including a significant amount of Burwash residents. The application had been referred to full council, but before the meeting started, it was sent back to the planning committee.

## 10. Elections 2<sup>nd</sup> May 2019

Councillors received a proposed plan from the Clerk to promote the elections, encourage new candidates and additional actions required for the start of *purdah* on 25<sup>th</sup> March.

**RESOLVED** – The Clerk to:

- a. Set up a web page with all election details, including key dates
- b. Make printed copies of the nomination papers available in the IC/Parish Office and to current councillors
- c. Promote the opportunity to become a BPC in village magazines/social media
- d. Write a 'job spec' outlining the key requirements for a councillor.
- e. Write a 'letter to residents' outlining what the PC is, does and achieved in the last 4 years

## 11. Internet Café

Councillors received a report on the meeting between parish councillors and internet café:

**RESOLVED** – Set up a 'IC liaison Group' with two councillors and two Volunteers to:

- a. Explore the financial set up for the IC within PC regulations
- b. Work with the Clerk to implement new H&S policies, training etc.
- c. To ensure the donations tin is being used and locked away in the filing cabinet. The Clerk to receive a copy of the key
- d. Clerk to receive a list of all key and code holders for both rooms.
- e. In the interim period all bookings for the huts are to go through the Clerk

## 12. Community Hub

Councillors received a report on the suggested plan for public consultation on a community hub for the parish and discussed the recommended next steps:

**RESOLVED** – An interim working group agreed to carry out the following:

- a. 13<sup>th</sup> – 25<sup>th</sup> March
  - i. Seek meetings with initial key organisations within the community
  - ii. Write pieces for key communication channels
- b. 25<sup>th</sup> March – 3<sup>rd</sup> May
  - i. Time for local groups and residents to consider proposals and post views/questions via the Clerk.
  - ii. Clerk to explore possible funding opportunities
- c. 7<sup>th</sup> May onwards – Ongoing consultation with a key focus at Annual Assembly

- d. 11<sup>th</sup> June – Paper to BPC re consultation feedback

### 13. Urban Cuts Contract

Councillors reviewed the submitted tenders from potential contractors and resolved a contractor to start 01/04/19.

**RESOLVED** – Clerk to notify chosen contractor Orchard Landscapes. Work to start 1<sup>st</sup> April 2019. Until the new Council sits in May, the Clerk will oversee the contractor and works.

### 14. Events

- a. **Love Burwash** – Date confirmed the 23<sup>rd</sup> March 2019 at 10am. Councillors to note the written report and expenditure to date.

**RESOLVED** – For the Clerk to go ahead with pub ‘tokens’ allowing each volunteer one cup of tea/coffee or soft drink.

- b. **Road Safety week** – Date confirmed for week beginning Monday 25<sup>th</sup> March. There will be several posters around the village, scarecrows will be built by the Beavers and Brownies and there will be speed safety signs up throughout the week.

- c. **Agreement of Format to Annual Assembly** – Date confirmed for the 23<sup>rd</sup> May 2019.

**RESOLVED** – Format of the Annual Assembly to be an introduction to new Councillors and consultation on the Rolling Plan. There will be a particular focus on ongoing projects including the Traffic Strategy and Community Hub Consultation. Wine/soft drinks and canapes to be provided.

### 15. GDPR

Councillors reviewed the updated Standing Orders.

**RESOLVED** – The new Standing Orders as recommended by the Clerk and Chair.

**RESOLVED** – The Clerk to be delegated expenditure up to £200 to move and store the records in The Keep.

### 16. Traffic

- a. **Traffic Strategy**: Councillors received a written report following a meeting with East Sussex Highways on 19/02/19. The meeting was very positive with clear starting points identified for the 20mph zone at the east end of the village out to Etchingham and down School Hill. The west bound section of the A265 out to Heathfield was not as clear cut due to the current speed zones running up to the new 20mph zone (due to start just before Oakleys garage.)

**RESOLVED** – The Clerk to liaise with our independent engineer for advice on how to proceed with traffic surveys at the Westbound end of the village. Council delegated authority to the Clerk to spend up to £800 for advice and the traffic surveys (assuming ESCC will pay 50% towards the surveys).

- b. **Car Park** – A verbal update was given on the 04/04/19 meeting with Ben Hook, Rother Head of Service (Acquisitions) re the Car Park and Hornbeam. Reassurances were received on Hornbeam (for which BPC holds the lease) and Mr Hook is going to come back with suggestions for an amended long-term lease on the Car Park. Council is still minded to pursue the freehold of the site, but said it would be worth considering RDC amendments.

### 17. Kipling Project

No further progress had been made with the Kipling Day proposal and we are still waiting feedback from the National Trust. The Burwash Map is nearly complete, and the large outdoor maps will be finished within the next few weeks. The paper maps should be ready for sale by the end of April.

### 18. Down Meadow

Councillors received a written report on the proposed next steps for the management of the site. This includes starting conversations regarding the leylandii trees which cover part of the site in shade.

**RESOLVED** – For a meeting to take place between concerned residents, councillors and the High Weald ANOB unit to see if a collaborative way forward can be found regarding the leylandii trees. If this is achieved the Clerk will make an application to the Lund Grant Scheme.

### 19. Community Land Trust

**RESOLVED** – Take the paper to the NP Steering Group for comment.

**Date of Next Meeting** – 9<sup>th</sup> April 2019 at The Pavilion Burwash Common