

Burwash Parish Council

Minutes of the Council Meeting

Held on the 9th May 2017, at 7.00pm in Parish Room (Internet Room), The Bear Car Park

Present

Chair – David Vereker, Cllr Crabtree, Cllr Dixon,
Cllr Durrant, Cllr Elmslie, Cllr Jenner, Cllr Moore, Cllr Nash and Cllr Pope

1. Apologies for Absence

Apologies received and noted for Cllr McBride, Cllr Caulkin and Cllr Kenny.

2. Disclosures of Interest

No declarations made.

3. To elect the Chair for the ensuing year

The voting by a show of hands declared Cllr Vereker as Chairman for the ensuing year.

4. To elect the Vice Chair for the ensuing year

The voting by a show of hands declared Cllr McBride as Vice-Chair for the ensuing year.

5. Accuracy of the minutes of the previous meeting

RESOLVED – minutes of the Full Council Meeting held on 11/04/17 as a correct record.

6. Correspondence to the Clerk

a. Councillors have received a copy of an email outlining an incident on Downs Meadow. The Clerk advised that there had not been much time to look in to the matter fully.

RESOLVED – Councillors asked the Clerk to look further into the matter. Cllrs Vereker, Durrant and Elmslie would work with the Clerk to reply to the resident.

b. Letter from Buzzy Bees

RESOLVED – Councillors agreed that the grant was still being used for the item it was given so there was no concern.

c. There has been a request from a resident for no sprays to be used on Hornbeam.

RESOLVED – Councillors agreed that there should be no further use of sprays on Hornbeam.

7. Co-Option for Councillor Vacancy

RESOLVED – Councillors agreed to review and advertise the position to set a deadline for the end of June. Cllrs will review applications at the July meeting.

8. To appoint the membership of the Standing Committees

Councillors are asked to resolve and confirm councillors represented on the committees.

Chairs for each committee will be voted at the next meeting of each committee:

a. Planning Committee

RESOLVED – Members include: Cllr Caulkin, Cllr Dixon, Cllr Durrant, Cllr Elmslie, Cllr Jenner, Cllr McBride, Cllr Moore, Cllr Nash, Cllr Pope and the Chair Cllr Vereker and Vice Chair Cllr McBride of full council.

b. Finance Committee

RESOLVED – Members include: Cllr Dixon, Cllr Elmslie, Cllr Moore and the Chair Cllr Vereker and Vice Chair Cllr McBride of full council.

c. HR Committee

RESOLVED – Members include: Cllr Durrant, Cllr Elmslie and the Chair Cllr Vereker and Vice Chair Cllr McBride of full council.

9. To appoint Councillors to serve as representatives on the following working/steering groups and bodies. RESOLVED:

- a. Neighbourhood Plan – Cllr Caulkin, Cllr Durrant, Cllr Elmslie, Cllr Kenny, Cllr McBride and Cllr Moore
- b. Community Hub – Cllr Crabtree, Cllr Caulkin, Cllr Elmslie and Cllr Nash
- c. Rother Association of Local Councils (RALC) – Cllr Elmslie
- d. Rother Transport Action Group (RTAG) – Cllr Pope
- e. Strengthening Local Relationships (SLR) – Cllr Jenner, Cllr Pope and Cllr Vereker

10. To appoint Councillors to the following portfolios. RESOLVED:

- a. Buildings Maintenance – Cllr Moore
- b. Community Safety and PCSO/Police Liaison – Cllr Caulkin
- c. Downs Meadow – Cllr Elmslie
- d. Highways (verges, pavement and signage) – Cllr Jenner and Cllr Pope
- e. Housing – Cllr Moore
- f. Internet Resource – Cllr Elmslie
- g. Land and Property Managed by Rother – Cllr Durrant
- h. Management of Grit Bins – Cllr Pope
- i. Parish Events and Fetes (including Annual Assembly) – Cllr Nash
- j. Parish Maintenance – Cllr Durrant
- k. Parking and Traffic – Cllr Crabtree and Cllr Durrant
- l. Promotion of the Parish – Cllr McBride and Cllr Moore
- m. Speed Watch – Cllr Crabtree
- n. Transport (including rail and bus services) – Cllr Pope
- o. Tree Warden – Cllr Vereker
- p. War Memorial – Cllr Vereker
- q. Website – Cllr Caulkin
- r. Young People – Cllr Crabtree

11. Finance (standing item)

- a. Bank balances at 31/05/16 are £50,684.38 in current account and £10,665.16 in the savings account.
- b. **RESOLVED** – to approve the following payments. The voting was unanimous.

Payment Schedule	Cheque No.	Amount
Clerk Salary	S/O	£745.38
Pet Waste Solutions	S/O	£93.55
Adam Watts	S/O	£15.00
HMRC	102133	£22.75
Clerk Expenses	102134	£18.00
SLCC Subscription	102135	£121.00
SALC - H&S Training	102136	£96.00
Swan Meadow	102137	£30.00
Uniserve	102138	£120.00
Viking Direct	102139	£258.36

Internal Review	102140	£165.79
Battle Area Community Transport	102141	£1,000.00
Burwash Bonfire Society	102142	£410.00
Buzzy Bees Pre-School	102143	£1,105.00
Burwash Cricket Club	102144	£860.00
Burwash Guides and Brownies	102145	£990.00
Burwash Playing Field Association	102146	£1,280.00
Burwash Scouts	102147	£355.00
Burwash W & C MF Playing Field	102148	£1,420.00
CAB Bexhill	102149	£695.00
St. Bartholomew's	102150	£1,160.00
St. Philips	102151	£1,315.00
Village Hall	102153	£870.00
Burwash Maps 1st Instalment	102154	£1,680.00
City Escapes	102155	£110.60

- c. Budget monitor was received; earmarked reserves are at £32,161.68; Cllr Dixon checked and signed the bank reconciliations.
- d. End of Year Review
Clerk confirmed that the internal review had gone very well. Only two recommendations:
 - i. refer the asset register and risk assessment.
 - ii. review the insurance and ensure internet fraud is covered
- e. Councillors to agree the cheque signatories for the ensuing year.
RESOLVED – Cheque signatories are Cllr Vereker, Cllr McBride and Cllr Jenner.
- f. Financial Regulations – Cllrs did not want to make any changes.

12. Meetings

RESOLVED – Cllrs agree the dates of the Full Council Meetings would remain every second Tuesday of the month. Planning and HR Committee meetings would be called by the Chairman of Planning when they are needed. Finance will be the 3rd Tuesday of the month and the timetable will be published on line.

13. Policies and Procedures

RESOLVED – Councillors agreed and accepted the existing policies and procedures for the ensuing year.

14. End of meeting at 8pm