

Burwash Parish Council

Minutes of the Council Annual General Meeting

Held on the 8th May 2017, at 7.00pm in Parish Room (Internet Room), The Bear Car Park

Present

Chair – David Vereker, Vice-Chair Cllr McBride, Cllr Caulkin, Cllr Crabtree, Cllr Dixon, Cllr Elmslie, Cllr Jenner, Cllr Kenny, Cllr Mann, Cllr Moore, and Cllr Pope

1. Apologies for Absence

Apologies received and noted for Cllr Chalk

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 McBride as Chair for the ensuing year.

4. To elect the Vice Chair for the ensuing year

The voting by a show of hands declared Cllr Moore 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 10/04/18 as a correct record.

6. Correspondence to the Clerk

None received.

7. Co-Option for Councillor Vacancy

RESOLVED – Councillors agreed to review and advertise the position on the website and broadsheet to set a deadline for the end of July. 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 Chalk, Cllr Dixon, Cllr Elmslie, Cllr Jenner, Cllr Pope, Cllr Vereker and the Chair Cllr McBride and Vice Chair Cllr Moore of full council.

b. Finance Committee

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

c. HR Committee

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

d. The Chair highlighted that Cllr Elmslie had taken on a lot of portfolios and committees. It was suggested that this was reviewed in three months.

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

- a. Neighbourhood Plan – Cllr Caulkin, Cllr Elmslie, Cllr Kenny, Cllr Mann and Cllr Moore
- b. Community Hub – Cllr Crabtree, Cllr Caulkin and Cllr Elmslie
- c. Rother Association of Local Councils (RALC) – Cllr Elmslie

- d. Rother Transport Action Group (RTAG) – Cllr Crabtree
- e. Strengthening Local Relationships (SLR) – Cllr Jenner and Cllr Pope

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

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

11. Finance (standing item)

- a. EOY bank balances were unchanged from the figures from April's meeting.
- b. **RESOLVED** – to approve the following payments. The voting was unanimous.

Payment Schedule	Cheque No.	Amount
Pet Waste Solutions	S/O	£93.55
Adam Watts	S/O	£15.00
Nest Pensions	D/D	10.15
Jane Cheshire	102245	
Paulette Barton	102246	
HM Revenue & Customs	102247	£147.27
Battle Area Community Transport	102248	£1,000.00
Burwash Bonfire Society	102249	£400.00
Burwash Weald and Common RA	102250	£200.00
Burwash Cricket Club	102251	£1,000.00
Burwash Guides and Brownies	102252	£500.00
Burwash Playing Field Association	102253	£2,000.00

Burwash Scouts	102254	£300.00
Burwash W & C MF Playing Field	102255	£2,000.00
CAB Bexhill	102256	£500.00
St. Bartholomew's	102257	£1,100.00
St. Philips	102258	£1,100.00
Village Hall	102259	£850.00
Burwash PPG Fairfield Surgery	102260	£450.00
Surrey Hills Solicitors LLP	102261	£680.40
Pet Waste Solutions	102262	£114.40
SLCC	102263	£282.00
Rother District Council	102264	£55.00
City Escapes	102265	£110.60
Groundwork UK	102267	£5
St Michael's Hospice	102268	£50

- c. Budget monitor was received for the EOY. The Clerk apologised for not having an up to date Income and Expenditure report but the cheques had not been added having only been back four days from maternity leave. The finance committee had reviewed the earmarked reserves and made recommendations to the Council:

Account	Opening Balance	Net Transfers	Closing Balance
War Memorial Restoration	1000.00	2544.00	3544.00
Election Costs	5000.00		5000.00
Speedwatch and Traffic	688.06		688.06
National Trust Project	2500.00	-1100.00	1400.00
Neighbourhood Plan	1496.00	-274.84	1221.16
Car Park	500.00	1793.00	2293.00
Grit Bins	37.85	462.15	500.00
NP Grant	0	5109.70	5109.70
Internet Room Grant	495.97	-150.00	345.97
Core Reserves	20444.00	3295.56	23739.56
Kipling Statue	0	1500.00	1500.00

- d. End of Year Review – Clerk confirmed that the internal review to close the year end accounts with Rialtas was due on the 21/05/18 followed by the main internal review on the 31/05/18.
- e. Councillors to reviewed and agree the preferred suppliers for 2018/19 which were discussed and previously reviewed at the July 2017 full council meeting
RESOLVED – to keep the following agreed preferred suppliers for another year:
 Legal Advice – Ian Davidson
 Electrician – Tim Russel
 Handyman – One has not been found. The Clerk will look at advertising the opportunity within the village. The job description will be written up the HR Committee.
- f. Councillors to agree the cheque signatories for the ensuing year.
RESOLVED – Cheque signatories are Cllr Dixon, Cllr McBride, Cllr Jenner, Cllr Vereker and the Clerk. The Clerk advised that as Cllr Dixon was now to be a signatory she could no longer sign the bank reconciliations at the monthly meetings. It was resolved that Cllr Moore would now sign these.
- g. Financial Regulations – Cllrs did not want to make any changes.
- h. Councillors to review and agree the:
 - i. Asset Register – **RESOLVED** Cllrs agreed the asset register as presented by the Clerk. The Clerk noted that the grit bins needed adding.
 - ii. Risk Assessments Finance/Parish Rooms/Assets – The Clerk confirmed these would not have changed much from last year but needs time to review them. The asset register risk assessment still needed completing and would be ready for the June meeting with the reviewed Finance and Parish Rooms assessments

12. Meetings

RESOLVED – Cllrs agree the dates of the Full Council Meetings would remain every second Tuesday of the month. Four of the full council meetings will be held at Burwash Common Pavilion. Planning Committee meetings would be called by the Chairman of Planning when they are needed. Finance Committee will be held quarterly and the timetable will be published on line. HR Committee will hold two set meetings per year to be agreed at the next meeting of the Committee.

13. Policies and Procedures

RESOLVED – Councillors agreed and accepted the existing policies and procedures for the ensuing year. The Clerk will review all policies to ensure they are GDPR compliant and to bring to Council as necessary throughout 2018/19.

14. GDPR Compliancy

The Clerk gave a brief overview of the key components of GDPR. It was highlighted that much of GDPR was already present in the 1998 Data Protection Act. The key differences:

- i. People must opt in rather than opt out to have their data kept. So the clerk and any groups must contact people to ensure they can still email them.
 - ii. Councillors to start doing housekeeping of emails and start clearing out any that are no longer relevant.
 - iii. There is a direct conflict between the Transparency Code and GDPR so further advice will become available. In the meantime any conflicts will need advice before Council can agree a position if it arises.
 - iv. Individuals will have the following rights: to be informed, to have access, the ‘right to be forgotten’, restrict processing, to object.
- a. NALCS new Best Practice Standing Orders which are GDPR compliant will be brought to the June meeting for Council

- b. Appointment of a DPO – **RESOLVED** to appoint a DPO for £150+VAT
- c. Data Audit – The clerk has recently returned from maternity leave and there is insufficient time to complete this important work before the 25 May 2018 deadline. The newly appointed Data Protection Officer should help expedite things.
- d. **RESOLVED** – The following policies
 - i. General Notice
 - ii. Notice for Staff, Councillors and Role Holders (volunteers etc.)
- e. **RESOLVED** – The following policies would be brought to council in June and July:
 - i. Subject Access Policy and Template Response Letters, Privacy Policy
 - ii. Security Incident Response Policy

15. End of meeting at 8.15pm