

Burwash Parish Council

Minutes of the Council Meeting

Held on the 9th February 2016, at 7.00pm in Burwash Pavilion, Burwash Common

Present

Chairman – Cllr Cook, Vice-Chairman – Cllr Vereker, Cllr Banks, Cllr Elmslie, Cllr Jenner, Cllr McBride, Cllr Moore, Cllr Nash, Cllr Pope, Cllr Rowlinson

1. Apologies for Absence

Apologies for absence, the reason for which had been lodged with the Clerk, were received from Cllr Crabtree and Cllr Durrant.

2. Adjournment

- a. Halina Keep gave an update of the Burwash Community Fund Committee and confirmed the Auction of Promises will be on the 11/03/16. Halina also thanked the Clerk for her help on the website.
- b. Jeremy Richardson asked about the state of the High Street. The Clerk confirmed that it had been noted with Highways and they were fixing the hole up from the Village Hall and that the area damaged from the water run off was being looked into as well.

3. Disclosures of Interest

No declarations made.

4. Correspondence received

- a. A complaint about the amount of dog mess had been received. Councillors agreed to discuss in agenda point 14.
- b. A local resident has raised an issue of people parking in front of the garage entrance next to Burwash Stores. Councillors agreed to discuss in agenda point 13.
- c. AGM will be held on the 19th May 2016 due to the availability of the Village Hall
- d. Burfest 2016 will be held on the 02/07/16 on a back field near the Wheel Inn
- e. Clerk confirmed with SALC that the external auditor will still be PKF Accountants and Business Advisers.
- f. Clerk confirmed that they had heard back from Highways and the Parking Review public notices have now gone up and is underway.
- g. EDF contract is up for renewal and Clerk will review to find a better deal
- h. Clerk confirms lime tree replacement will be around £160-£200 per tree
- i. Clerk confirmed Adam Watts Associates a local firm has been found to run the monthly payroll as previously resolved at £15 per month
- j. A Tree Preservation Order has been given for two oak trees on the land adjacent to 27 Hornbeam, Burwash
- k. Rialtas has confirmed they will do the Year End Accounts Preparation at £240
- l. Freeman and Foreman Manager has requested a meeting to look at how they could sponsor any forth coming events and the Clerk and Cllr Nash will attend
- m. Clerk noted that CiLCA training starts on the 29/02/16 and account training 01/03/16
- n. Next planning meeting will be the 22/02/16
- o. Meeting with Amicus and councillors is confirmed for 25/02/16
- p. Clerk confirmed drains would be cleared in our area in May time

5. Accuracy of the minutes of the previous meeting

To approve the Draft Minutes of the Council Meeting held on 01/12/16 as a correct record of the proceedings.

RESOLVED – agreed that the Draft Minutes of the Council Meeting held on 01/12/16 be confirmed as being an accurate record of the meeting.

6. Finance (standing item)

- a. The Clerk reported on the bank balances at 31/01/16 as:
 - i. BPC deposit account £31,388.75
 - ii. BPC current account £10,659.84
 - iii. Estimated total amount of funds minus unpaid checks resolved in point 6.b.
£39,934.96
- b. **RESOLVED** – to approve the following payments. The voting was unanimous.

Payment Schedule	Cheque No.	Amount
Rent for Land	101977	£50
Pet Waste Solutions	101978	£48.00
Printing Leaflets	101979	£160
Leaflet Drop	101980	£100
Clerk Expenses	101981	£18.00
Clerk Salary	101982	
HMRC	101983	£660.43
Seat at Garstons	101984	£228
Royal British Legion – Burwash Branch	101985	£150

7. Budget Planning Timeline

Proposed Budget Planning Outline was presented to councillors.

RESOLVED – Councillors resolved to adopt the proposed budget planning timeline put together by the finance working group. RFO will update the Financial Regulations and build a new ‘finance’ section onto the Parish Council website to post these items up along with the 2016/17 budget.

8. Dealing with Illegally Parked Cars

Councillors considered the proposals from the Clerk on content for the website.

RESOLVED – Councillors agreed the website content with a few minor changes given to the Clerk.

RESOLVED – To use the letters drafted by Clerk with advise from PCSO Holter with some minor changes to the wording.

9. Update on the Neighbourhood Plan

The working group orally updated on the NP as not all councillors had seen the paper submitted by Cllr Banks. A discussion took place and the Clerk outlined that the working group can do any research and verbal discussions but reconfirmed that no papers or consultation should go out to the public without being formally resolved at full council or an extraordinary meeting. The working group is continuing their work on preparing the seven sections of the plan and welcomed contributions from all councillors:

RESOLVED – For the working group to apply to Rother District Council for the Parish Boundary to be the designated area for the Burwash NP

RESOLVED – For the working group to purchase the relevant digital maps for the planning part of the NP at an initial cost of £150

RESOLVED – For the working group to set up a website for Burwash NP with an initial spending amount of £200.

10. Beacon Lighting

Councillors to contact Cllr Nash with their ideas for the beacon lighting event for the Queens 90th on the evening of Thursday 21st April.

11. Community Hub Update

Update was given on the progress to date.

RESOLVED – To apply for funds for a consultation to engage the community about what they’d want from a community hub.

RESOLVED – To publish and distribute via Church Magazines, website, flyers and posters a questionnaire (funded by the above money gained through AIRS) with slight amendments

12. Love Burwash Update

Councillors reminded to attend the event on the 19th March and to let Cllr Nash know if they are happy to head up the same teams. Clerk updated Councillors that different risk assessment forms would need to be filled in which would be sent out to complete before the 19/03/16.

13. Traffic and Speeding

Clerk presented a paper and updated Councillors on the correspondence to date. The Clerk has received information from Rupert Clubb confirming that:

- a. The A265 is an important route in the strategic network so 20mph would not be suitable
- b. Studies have shown that a temporary speed limit, similar to Hurst Green, have had little effect
- c. Speed cameras are not a priority due to low casualty rating in the area

Councillors agreed to continue looking into ways to address the issues of road safety.

RESOLVED – To do a traffic survey near the school patrol outside the church entrance

RESOLVED – Clerk to contact Highways regarding the parking review and relining

RESOLVED – Clerk to investigate further the costs and process of an advisory 20mph speed limit

14. Dog Waste Bins

Councillors agree to look into the issue of dog waste on the High Street and to report back to the March full council meeting.

RESOLVED – Two have two new bins one to go on the green behind the bus shelter and one at the gated entrance to Downs Meadow (off Westdown Lane). Clerk to contact supplier to install bins.

15. Website

Clerk to ask Councillors to resolve to make changes to website.

RESOLVED – For the Clerk to work with Cllr Caulkin to review and update the website

RESOLVED – To pay Extra CMS £50 to password protect the Parish Council administration section so only the Clerk can access, this will not stop people viewing these pages.

16. Lime Trees

RESOLVED – Councillors resolved to replace any missing or dead Lime Trees on the High Street.

17. Downs Meadow

RESOLVED – Councillors resolved to fix and replace the boundary fence. Costs will need to be resolved at the next full council.

18. Hastoe Site Update

Further delays have been noted due to further areas of concern having been revealed. Hastoe are still looking to handover on the 20/06/16 but this still remains a provisional date.

19. Clerk Probationary Period

Closed session – Chairman confirmed the process.

20. Date of Next Meeting – 08/03/16 at 7.00pm at the Parish Room (Internet Room), The Bear car park