

Burwash Parish Council

Minutes of the Council Meeting

Held on the 11th July 2017, at 7.00pm in Parish Room (Internet Room), The Bear Car Park

Present

Chair – David Vereker, Cllr Crabtree, Cllr Caulkin, Cllr Dixon, Cllr Durrant,
Cllr Jenner, and Cllr Pope

1. Apologies for Absence

Apologies received and noted from Vice-Chair – Cllr McBride, Cllr Elmslie, Cllr Kenny, Cllr Moore, and Cllr Nash

2. Disclosures of Interest

No declarations made.

3. Report from County and District Councillors

a. **County** – Is looking at 6% saves for this year.

b. **District** – A working party is being set up to review Compulsory Parking Enforcement. It is not in the plans for Burwash to pay for no street parking.

4. Accuracy of the minutes of the previous meeting

RESOLVED – minutes of the Council Meeting held on as a correct record of the Parish Council held on 13/06/17

5. Correspondence to the Clerk

a. Ramblers East Sussex – John Harmer has contacted the Parish Council. Cllr Kenny will set up a meeting for any interested Councillors. He will report back to Full Council.

b. Rose and Crown Barn – Residents have noted their concern about the visual impact the dilapidated barn has in the area. Due to the fencing around the property it is also encouraging customers of the pub to park in the residential and Playing Fields car parks. Cllr Moore has drafted a letter to send which was read out to Councillors.

RESOLVED – To send out the proposed letter via the Clerk asking the brewery on time frames for the repairing of the listed barn.

c. Burwash Car Park – Rother are aware the Clerk is going on maternity leave and offered to postpone the discussions on the car park for 12 months when the Clerk returns from maternity leave. No further actions would happen during this time and the car park would remain the responsibility of Rother for the 12 months.

RESOLVED – Councillors welcomed the postponement.

d. Spy Alarms – Work has been carried out in the Parish huts on the alarms and fix the current problem. The Clerk had enquired if the alarm line could be put onto the same line and the telephone. The engineer confirmed this was possible and did so.

RESOLVED – To cancel the now redundant second phone line which could save the Parish Council up to £400 per year.

e. SE Water – There will be flushing in the area from 03/07/17 to improve water quality.

f. Resident re parking proposals in High Street West of Chaplins – A resident has written writing about his concerns about being able to reverse into his drive due to the proposed cars parked on the opposite side of his drive.

RESOLVED – To write to the residents thanking for their input but reiterating that this is a traffic order 2011 now passed at County Planning Sept 2016 so to address his comments to County directly.

- g. (Item was discussed at the end of the meeting but came under correspondence) It had been noted that there were several key ‘Milestones’ that had occurred within the village over the last month.

RESOLVED – To send flowers and congratulations to Mrs Jenner on her 100th Birthday and Mrs Tompkins for her recent BEM.

RESOLVED – Cllr Crabtree would look into the idea of ‘Celebrating Milestones’ and bring a report back to full council in August’s meeting.

6. Finance (standing item)

- a. Bank balances at 30/06/17 are £33,553.75 in current account and £10,665.16 in the savings account.
- b. **RESOLVED** – to approve the following payments. The voting was unanimous. The Chairman signed the approved payment schedule.

Payment Schedule	Cheque No.	Amount
Donna Moles	102162	£630.00
Clerk Expenses	102163	£93.74
HMRC	102164	£22.75
Viking Direct	102165	£66.34
Uniserve	102166	£250.80
St Philips	102167	£500.00
Spy Alarms	102168	£45.60
Tim Russell Electrician	102169	£486.00
Rother District Council	102170	£50.00

- c. Budget monitor was received; earmarked reserves are at £36,710.44; Cllr Dixon checked and signed the bank reconciliations.

7. Casual Vacancy

Councillors reviewed the application received for the current vacancy.

RESOLVED – As the candidate was unable to attend and additional candidates have now come forward Councillors resolved to postpone the process until September’s meeting.

8. Community Safety

Update from the meeting with the police and public on the 05/07/17. It was fed back that the meeting was very successful which had been set up by a local resident. It was felt that the Parish Council should have been more pro-active in engaging with the police. However, it was requested that members of the public are encouraged write to raise their concerns so the Parish Council are aware of incidents and able to act to be supportive.

RESOLVED – Cllr Caulkin to follow up email with Steve Mintram to find out the current position of the Neighborhood Watch scheme. For the Parish Council to help set up and support further meetings between the Police and residents but the matter should be a resident led initiative supported by the Parish Council.

RESOLVED – The Parish Council to look at ways to be more supportive and pro-active on the matter including better advice on-line and potentially leaflets/posters within the Parish.

9. Neighbourhood Plan Update

Councillors received an update that a new Chair had been elected Mr Mark Napier. The grant had been verbally agreed and payment to the Parish Council should be soon. The Clerk highlighted that the proposed timetable from Donna Moles is an excellent document to bring to full council with revised dates. If the project and budget timetables are accepted then a

monthly standing item could be set up to inform council with only the key documents being brought to full council for resolution as per the Terms of Reference. There is just over £800 left in ear marked reserves plus the grant monies coming in. Donna Mole's timetable outlines payments to the consultant only. Other payments i.e. the costing of additional reports and website would require resolution at full council if they are not included.

Village maintenance

10. Preferred Suppliers

Councillors reviewed the report on proposed areas and months for maintenance. The suggested areas were agreed but with the option to review the areas especially the grass along the High Street which is being very well maintained since the 'Adopt a Lime Tree' scheme has been in place. Councillors acknowledged the extra work residents had done to keep the High Street looking so tidy.

RESOLVED – For Cllr Durrant and Moore oversee the Parish Maintenance portfolio, the writing of the tender based on the submitted report and to get in quotes for the proposed tender for the work in the Parish. All Councillors were encouraged to put people and companies forward who would be relevant to bid for the work. Proposed suppliers would be put to full council in September's meeting for resolution.

RESOLVED – Councillors agreed the following for the proposed preferred suppliers

- a. Handyman/Painter (will also carry out grit bin work) – Potential supplier not yet agreed and will be brought to full council to resolve in September
- b. Electrician – Tim Russell
- c. Tree surgeon – Tom Backhouse (for tree specific work rather than general maintenance covered in the Parish Maintenance contract)
- d. Lawyer – Ian Davidson for all Parish Council matters due to his local authority expertise

11. Downs Meadow

Councillors discussed the matter and agreed the following:

RESOLVED – Downs Meadow would now be part of the Parish Maintenance portfolio rather than splitting maintenance within the parish and included in the tender.

RESOLVED – Councillors would look to engage residents around Downs Meadow to ask their opinion on the maintenance of the area considering the reviewed deeds. Clarity given to residents that this is a nature reserve and maintenance will be kept to a minimal with East Sussex Highways responsible for keeping the right of way path clear. Cllr Durrant to oversee.

12. Housing Development Updates

- a. **Optivo (formerly Amicus Horizon) Public Consultation – Rectory Court.** Cllr Jenner fed back that the event was well attended with around 50 residents attending. Most of the comments were positive and agreed a vast improvement on the previous plans. The architect has paid particular attention to matching the style of the four houses at the front of the development with other properties on the High Street.
- b. **Hastoe Update** – Of the two shared ownership units one has been reserved for a resident from Burwash. Hastoe has been urged by Rother to ensure both properties go to local residents especially with the ongoing delays.
RESOLVED – Councillors agreed that Cllr Moore should speak to Hastoe about the promotional material as he felt it was misleading and could be better explained. Once this has happened Hastoe would be asked to provide posters to the Parish Council to display at the up and coming fairs, on Parish Notices boards and in the local shops.
- c. **Shrub Lane** – There has been no progress to date. Denton Homes were given a deadline of the 03/07/17 but this has passed with no word from Rother about any new proposals. District Councillors will be asked to keep an eye on progress and report any changes to the Parish Council.

- d. **Strand Meadow** – It has been suggested that the application will be going to the July Planning Committee meeting implying Rother Officers will pass the application.

13. Burwash Events

- a. **Burwash Fetes** – Councillors discussed that there needed to be an agreed rota for councillors to attend these two events and support Cllr Nash in the preparation of any materials and especially the putting up and taking down of the marquees would be required to be done by other councillors.

RESOLVED – Councillors to ask Cllr Nash to email out to all councillors their availability for the two dates. Attendance to each fair would only be agreed once proper cover of the stand plus help in outing up and down the marquee had been agreed.

- b. **Love Burwash** – Councillors discussed the processes moving forward.

RESOLVED – That all areas for the September Love Burwash would be agreed at the August meeting. Risk assessments for each area had to be carried out a minimum of two weeks before the event to eliminate risk of this not happening and putting residents and Council at unnecessary risk. If the risk assessments are not received the area will not be considered for September and will not be covered by the Council's liability insurance.

- c. **Burwash in Bloom** – This years results:

- Hanging Basket: Bramley Cottage, High Street - David Cowell - £20 Garden Voucher
- Tubs/Troughs/Window Boxes: Cobwebs, Greenfield Road - Barbara Viney - £20 Garden Voucher
- Front Garden: Westdown Cottage, Westdown Lane - John McCartney - £20 Garden Voucher
- Best Overall Effect: Chime Cottage, School Hill - Berry Wraight - Voucher from The Rose and Crown
- Sustainable Garden: The Allotment Garden - Steve Payne - Voucher from Batemans
- Best Kept Lime Tree: Number 6 - Mia Wooden (age 9) - Voucher from The Bear. She was also awarded a special additional prize of a conducted tour of Batemans as the Judges were so impressed with her entry.

RESOLVED – To budget in 2018/19 £100 to cover any necessary costs.

14. Agree Locum's Contract – Closed session

Councillors discussed the contract based on the previously resolved tasks and hours.

RESOLVED – Cllr Durrant and the Clerk would put together the contract based on this report and the tasks list previously resolved. It was reiterated that the Locum Clerk is only for 6.5 hours a week so will be maintaining the Parish Council whilst the Clerk is away.

RESOLVED – When minutes are needed to be taken either at Full Council or at the Planning Committee this would be carried out by Cllr Dixon and/or Cllr Nash.

15. Date of Next Meeting – Burwash Parish Full Council 08/08/17 at 7.00pm at The Pavilion, Burwash Common