

Burwash Parish Council

Minutes of the Council Meeting

Held on the 11th April 2017, at 7.00pm at Burwash Pavilion, Burwash Common

Present

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

1. Public Questions

A request was made for councillors emails to be put onto the website. Cllrs resolved to do this Clerk would arrange this alongside adding in photos and portfolios for councillors.

2. Apologies for Absence

No apologies received.

3. Disclosures of Interest

No declarations made.

4. Correspondence to the Clerk

- a. Broadband – Cllr Barnes requested to get information on speed levels of broadband within the Parish.
- b. Letter from Hastoe – The full newsletter has been placed on the BPC website. Foundations have been laid and construction of the flats has commenced.
- c. Dudwell St Marys care home is helping to tackle loneliness in the community by inviting anyone who would usually dine alone to join them on Fridays for fish and chips at lunch time.

5. Report from County Councillor

- a. Cllr Barnes is looking into if the Southern Water works at Shrub Lane could be done quicker and progress to date.
- b. Potholes are being left that do not meet the criteria of being filled in but those that do are being done regularly and quickly. The patching of the road is done in smaller sections as this does not require the whole road to be closed. The gravel caused by these potholes are not the responsibility of County to clear gravel that is Districts so need to log this with them.
- c. Positive news is that figures suggest that the economy in East Sussex is growing around x2 more than in other areas within the UK.
- d. Councillors were given copies of the Rialtas year-end accounts. The Clerk advised the accounts would be reviewed by the internal auditor early May and come to full council in June for sign off. Nominal Ledgers will be sent out if people request them via email.
- e. The Clerk read through the Governance Statement and councillors agreed the following:
 - i. Question One – Yes – Accounting statements have been prepared in accordance with the Account and Audit Regulations.
 - ii. Question Two – Yes – Councillors have updated their financial regulations, receive monthly monitoring reports and setting up a finance committee to ensure proper arrangements to safe guard money.
 - iii. Question Three – Yes – The council has complied with proper practices and only done what is done within their legal powers.

- iv. Question Four – Yes – Proper advertising for individuals to inspect and ask questions of the accounts.
- v. Question Five – Yes – A risk assessment has been carried out to identify any potential risks and appropriate controls and steps taken to manage this.
- vi. Question Six – Yes – An independent, internal auditor was chosen from the SLAC approved list to carry out an internal audit.
- vii. Question Seven – Yes – All items raised in internal /external reports have been addressed.
- viii. Question Eight – Yes – All items throughout the year have been appropriately disclosed.
- ix. Question Nine – Not Applicable.

6. Accuracy of the minutes of the previous meeting

RESOLVED – minutes of the Council Meeting held on as a correct record of the proceedings for the Parish Council held on 14/03/17

7. Finance (standing item)

- a. Bank balances at 31/03/17 are £31,637.96 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
Cartridge Save	102122	£116.10
Burwash Playing Fields	102123	£30.00
Burwash Village Hall	102125	£46.00
City Escapes	102126	£55.30
Hut Rent to RDC	102127	£50.00
Clerk Expenses	102128	£52.88
Rialtas	102129	£139.20
East Sussex ALC	102130	£800.41
HMRC	102131	£22.75
Rialtas	102132	£294.00

- c. Budget monitor was received; earmarked reserves are at £32,161.88; Chair checked and signed the payment schedule, Cllr Dixon signed the bank reconciliations.

8. Neighbourhood plan update

An update was given from the working group. Etchingam PC had kindly shared their tender documents and quote with BPC. Due to the similarity in the requests and this having been carried out in the last two months councillors used this information to review potential consultants. It was proposed to use Donna Moles for BPCs consultant.

RESOLVED – To use Donna Moles as BPCs consultant on two conditions:

- a. Only if a successful grant application is made for £8/9K
- b. Once all councillors have seen the proposal of services and no concerns are raised

9. Annual Assembly

A request was made to councillors to let Cllr Durrant know of any items they wished to be included in the power-point presentation. Cllr Nash will oversee the evening with support of the Clerk. PTFA have confirmed they will attend and manage the refreshments and drinks for the evening with any donations going to the PTFA.

10. Internet Finance Management Options Report

Clerk confirmed that there were already powers within the financial regulations for the Clerk to buy items but only in an emergency. All expenditure needed to go through full council and no individual councillor can buy items or make decisions to do so.

RESOLVED – Finance working group to meet to discuss and put a plan forward for the full council to resolve in June's meeting.

11. National Trust – Kipling Trail

The signs have now been installed and further meetings with National Trust have led to further developments in the project. Councillors **RESOLVED** the following items:

- a. To earmark an additional £1,000 for the Kipling Trail project.
- b. To in principle agree the quotes and style of oak display stand. The Clerk will obtain an additional two quotes and councillors agree to go with CityScapes (who have already done maps for 140 villages) if a better value option is not found and the proposed oak stand. The map will also have advertising around the edge of it.
- c. The income from the maps will go towards paying for the final phase of the project to improved signage between Batemans and the village. Further costings and details will be provided to the Parish Council later for resolution but earmarked funds should cover any initial additional costs.

12. High Weald Grants

Councillors agreed if Downs Meadow is eligible to look at putting forward a grant to reseed this area into a flower meadow. The Clerk will investigate and apply if suitable.

13. HR Contingency Plan

RESOLVED – To accept the plan as it stands and the process for updating and engaging the locum clerk.

14. Love Burwash

The day had been a great success. This year the cubs had helped and done a huge clear up around their hut. The fire brigade were there providing tea to the volunteers in the Bear Car Park. Teams were also assembled in the Weald and Common areas. Councillors thanked all of the volunteers for their fantastic efforts and hard work. A full report is on the website. Cllrs thanked Cllr Nash for all her hard work pulling the day together.

15. Councillor Surgeries

RESOLVED – Councillors agreed to trial surgeries on the 1st Saturday and 3rd Wednesday each month starting from May.

16. Date of Next Meeting – Burwash Parish Council AGM at 7.00pm at the Parish Room (Internet Room), The Bear car park.