

# Burwash Parish Council

## Minutes of the Council Meeting

Held on the 14<sup>th</sup> August 2018, at 7.00pm in the Parish Room (Internet Resource), the Bear Car Park

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### Present

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

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### Public Time

- a. Cllrs were asked due to the strong public feeling against Strand Meadow especially now the affordable houses have been removed, did they feel the viability report needs a proper review. Cllrs confirmed that they did but the full report is required to have any meaningful review.
- b. Cllrs were given an overview of the situation for the wildflower verges which Cllrs will discuss in full at agenda item 13. Cllrs confirmed that the number of cuts will be halved from 8 to 4 in 2019/20 due to ESCC cut backs. Cllrs will be reviewing how to take this forward in their planning session helping to set the budget for 2019/20.
- c. It was noted that vehicles next to Cloverfield are parking on the blind bend. Also clay and mud is washing into the road and not being cleaned up.

**RESOLVED** – For the PC to send a letter or a Cllr to speak to the house reminding them to be considerate in their parking and mindful of any potential hazard the clay/mud might be to other drivers if not washed away.

**Action** – The Clerk

### 1. Apologies for Absence

Apologies received and noted from – Cllr McBride

### 2. Disclosures of Interest

No declarations made.

### 3. Report from County and District Councillor

- a. The County / District Cllr was not present to give a report.

### 4. Accuracy of the minutes of the previous meeting

**RESOLVED** – minutes of the Council Meetings held on:

- a. Full Council 10<sup>th</sup> July May 2018

Were all a correct record of the meeting.

### 5. Correspondence to the Clerk

- a. Re-surfacing of the High Street from 28/08/18. Cllrs have seen the map and the works will take place from the corner of Glebe House up to Spring Lane. Residents are concerned about where they are going to park during the works.

**RESOLVED** – Cllrs agreed to write a letter to Highways clarifying the scheduling of the works to reassure residents on the High Street and others effected by the works that they would be able to park and access their properties.

**Action** – The Clerk to liaise with County Cllr Barnes about sending a letter to Highways and to copy him in and let all Cllrs and residents know the response as soon as possible.

- b. Blocked path at Burwash Common. (Letter from resident) RDC has looked into the matter but as of 07/08/18 waste at the site had not been removed. The Clerk has requested that a date be given for the removal.

**Action** – The Clerk to follow up with District Cllrs if still not heard back from officers.

- c. Problem with Manhole cover on High Street (Request from Residents) Highways has confirmed this will be dealt with as part of scheduled re-surfacing. Residents are requesting a back-up letter from Burwash PC to Southern Water.  
**RESOLVED** – Cllrs include the matter in their letter to Highways requesting confirmation that the manhole cover will be dealt with during the resurfacing.  
**Action** – The Clerk
- d. Cold calling – Residents have reported instances of cold calling in the village. The Clerk will contact the PCSO for more ‘No Cold Calling’ stickers. Clerk advises that any incidents should be reported via 111 or to the Neighbourhood Watch Scheme.  
**Action** – The Clerk
- e. Rose and Crown – It has been noted to Cllrs that the RDC Conservation Officer and surveyors from Harveys met on site recently to discuss the options for the barn.
- f. Optivo/Rectory Court – A full update on progress to date and planned works have been put onto the website at burwash.org.
- g. Surgery use of Parish Room – A request from Fairfield Surgery to use the Parish Office for a few days in early September whilst essential works are carried out in the surgery waiting room.  
**RESOLVED** – To let the surgery use the room. Cllrs would organise a clear up / clean up of the room before it is used.  
**Action** – The Clerk will contact the Practice Manager to organise with Cllr McBride a suitable date and to clean up the office.
- h. Community Coffee and Information Service – announcement of a forthcoming new information service and mobile café to rural communities in Rother if Cllrs think it would be a benefit for the Parish.  
**RESOLVED** – To invite the Information Service to the Parish looking to get the service to go to the three villages within the Parish.  
**Action** – The Clerk to start the discussion then work with Cllrs to identify suitable dates and venues.
- i. NHS Health Checks Scheme – The Health and Wellbeing Coordinator for the NHS Health Checks in East Sussex is offering an opportunity for free NHS Health Checks. A provisional date can be set whilst we gauge interest.  
**RESOLVED** – The Clerk to speak to the Surgery to ensure this does not clash with any of their services. If not then to speak to the Health and Wellbeing Co-Ordinator to look at potential dates and confirm the Parish Room as the venue not on internet café days.  
**Action** – The Clerk and to liaise with Cllr Elmslie on dates.
- j. The local MP is holding Brexit White Paper Presentations and Public meetings. Details are on the MP’s website. MP Merriman is also offering to come to the Parish.  
**RESOLVED** – To write to the MP to ask him to visit during the recesses.  
**Action** – The Clerk
- k. The council has been contacted by Save Our Fields from Concrete asking if they would contribute for an expert review of the viability report for Strand Meadow.  
**RESOLVED** – Cllrs agreed up to £900 from core funds to contribute to Save Our Fields for their expert to review the viability document. Cllrs noted that this money would only be contributed if the whole viability report was made public or enough of the report to allow an expert to give a full analysis of the schemes viability as the current information is not sufficient. The Clerk noted that this money needs to come under S137.  
**RESOLVED** – Cllrs agreed the funds would be spent under S137 and would show under the S137 cost centre in the accounts.
- l. The council has been asked if the whole village will be included in the report as speeding and pavement parking is a community issue not one just confined to the High Street'. Cllrs confirmed this would be covered under agenda item 9.

- m. There has been a lot of cars parked on the pavement at Burwash Weald/Common on the A265. This is making it unpassable for wheelchair users and pushchairs. In 2016 The Burwash Common & Weald Resident's Association delivered flyers which improved the situation for a while. The Clerk referred to the previous work Cllrs have done which is displayed at <http://www.burwash.org/our-neighbourhood/parkinginfoforresidents.html> to support residents with parking matters and will ask the BCWRA if they would be supportive in repeating the leaflet drop to see if this helps improve the situation.
- Action** – The Clerk to liaise with the BCWRA and if they are able to help the Clerk to print out the relevant leaflets as needed.

## 6. Finance (standing item)

Finance (standing item) for the Chair of Finance Committee to report on:

- a. The bank balances at 31/07/18 - at 31/07/18 were at £53,157.69
- b. **RESOLVED** – to approve the following payments. The voting was unanimous. The Chairman signed the approved payment schedule

Payment Schedule	Cheq No.	Amount	
EDF	D/D	£59.00	
Pet Waste Solutions	S/O	£114.00	
Adam Watts	S/O	£15.00	
NEST (pension)	D/D	£19.63	
Jane Cheshire	102302		Clerk's Salary
Steve Moore	102303	£69.59	Portable Display Stand
HMRC	102304	£72.13	Employers NI Contribution
Clerks expenses	102305	£36.00	Clerk's Phone
Viking Direct	102306	£339.81	Paper, laminate pouches and inks
Village Hall	102307	£34.00	Village hall booking 06/08//18
Kipling Statue	102308	£438.88	Trip for artist to foundry
Surrey Hills Solicitors	102309	£116.40	Car Park advice
Uniserve Payment	102310	£64.80	Overdue invoice from October 2017
RALC	102312	£40.00	Annual Membership
Extra Digital	102311	£60.00	Domain renewal

- c. Members are asked to receive and note the
- i. Budget Monitor, - Nothing to note everything as it should be NP grant has now gone into earmarked reserves
  - ii. Statement of Earmarked Reserves – Earmarked Reserves now at £42,773.15 up from last month of £39,482.75 which shows the NP grant going in but also £1,846.30 has gone out on consultant and printer costs.
  - iii. Bank Reconciliations – Are at £0 as they should be
- d. Internet Café income for August - £36.35

## 7. Neighbourhood Plan (Standing Item)

Cllrs were given a written report which gave feedback on the Call for Sites. The outline results on the four schemes showed a small majority on Fairfield Farm but there was a clear majority against the other three sites. The Council has written to RDC outlining their concerns on the current number of houses expected to be built let alone any additional ones. The Cabinet

member suggested a meeting with David Marlow who is not available until late September. Cllrs wish to meet with District Cllrs Kirby-Green and Barnes before going back to RDC officers.  
**RESOLVED** – To set up a meeting with District Cllrs, and Cllrs Jenner, Moore, Vereker and McBride.

**Action** – The Clerk

## 8. Planning (Standing Item)

### a. Strand Meadow

The Clerk confirmed a draft objection letter had been commented on by Cllr Moore.

**RESOLVED** – The Clerk would update the document and send to Cllrs Jenner and Vereker for comment. A draft would then be sent to all Cllrs to note before sending to RDC.

**Action** – The Clerk

### b. Shrub Lane

No further updates except a debate on the date had taken place but the Planning Inspectorate had confirmed it will stay as the 8<sup>th</sup> January 2019.

## 9. Traffic Strategy

- a. Cllr Crabtree reported back the meeting with the lead Cabinet member Cllr Bentley had gone extremely well. The overall message was they would look to help and advise but money was limited meaning any schemes would require funding from the Parish Council but some funds from ESCC might be available. It was indicated the first thing required would be speeding tests in the village and that County would be prepared to pay for one if the Parish Council paid for one. The speeding test would be done in the village first but Cllrs asked new Cllrs Franklin and Beeston to liaise with residents in the Weald and Common

**RESOLVED** – The Clerk would organise the two speed tests and liaise with Cllr Crabtree on where in the High Street these tests should take place. Funds of £400 would be taken from Core Funds.

**Action** – The Clerk in liaison with Cllr Crabtree.

- b. A letter was sent to Cllr Bentley following the meeting thanking him for his time on the 26<sup>th</sup> July. The letter is available at [www.burwash.org.uk](http://www.burwash.org.uk).
- c. The Clerk has sent out quotes on the brief to four different organisation. These are still being collated and a full update will be given in September's meeting.

## 10. Car Park

The Clerk has not had any reply from Rother to date regarding the request to reconsider letting Burwash PC have the freehold of the car park.

**Action** – The Clerk to follow up if no reply.

## 11. Down Meadow

Cllrs will not receive a full report until the October meeting. The report would be taken to BCW Residents Association for comment on the 19<sup>th</sup> September.

**RESOLVED** – The Clerk would talk to Jeremy Beadgley to get a cut. It was confirmed not to do the usual flaying and it would need to be a high cut and the cuttings would need to be taken away. If Jeremy was unavailable the Clerk has been delegated authority to find someone within the budget for Down Meadow to do the cut for September.

## 12. Wild Flower Verges

Cllrs read the report detailing the decimation of the wild flower verges down Willingford Lane. It has also been confirmed that flowers planted around the Lime trees in the High Street were cut down.

**RESOLVED** – Write to James Newmarch requesting:

- Why were the verges cut back at Willingford Lane in such a brutal manner?

- What will be done to reinstate these precious verges?
- Will the yellow flower signs now be reinstated?
- What action will be taken on the dumping of litter?
- Why were the flowers around lime trees cut down?
- How and what assurances will be put in place to ensure this does not happen again?

### 13. Kipling Statue Update

Cllrs received a report on the progress having received £22,380 in donations to date. All elements of the project are on time. The groundworks need to get underway for the rest of the project to move forward. The foundry is also making 8 busts from the full statue. Once the foundry has recouped their costs the profits will be split 50/50 between the artist and the Parish Council. The Duke and Duchess of Sussex have been contacted for the unveiling of the statue but still no confirmation either way.

### 14. Parish letterhead and event publicity

Cllrs received a brief report on steps to improve promotion of the Parish and Parish events. **RESOLVED** – Cllrs resolved to spend up to £200 per annum to cover letterheads, banners and other publicity and promotional materials and delegated responsibility to the Clerk. For the 2018/19 budget funds would be taken from Core Funds.

### 15. Burwash Fetes August and Sept

It was agreed that Cllrs would be present at both fetes. It was suggested that the theme for both fetes would be to recruit more residents to do Speed Watch. Cllr Dixon asked that poppy knitters could be present to promote the 100 Armistice Events. Cllrs would be available at the following events:

- Burwash Village Fete – Cllrs Dixon, Elmslie, Jenner, Mann, Moore and Pope
- Burwash Common Fete – Cllrs Beeston, Franklin, Elmslie, Kenny

## Closed Session

### 16. Handy Person Vacancy

Cllrs reviewed the two applications for the role.

**RESOLVED** – The second applicant will be the main handyperson. The first applicant will be used for some specific building jobs. The Clerk will write to both parties. Applicant one will be asked to do the ground work for the Kipling Statue in line with the agreed budget and the second applicant will be given the agreed list of jobs to make a start with a review in three months. All works must be approved at full council first and issued by the Clerk unless otherwise agreed at full council.

**Action** – The Clerk will liaise with applicant two for the current list of jobs and those in the main job description for works to be carried out in September. Works will be paid from the 'parish maintenance' budget for 2018/19. Cllr Moore will liaise with applicant one to start the groundworks for the Kipling Statue in line with the previously agreed budget.

### Information for noting or including on a future agenda

**Date of Next Meeting** – Burwash Parish Full Council 10/07/2018 at 7.00pm. It was noted that the Clerk will enquire about the roadworks as it might be better to host the meeting at the Pavilion if it is free rather than at the Parish Room if the road is up.