

# Burwash Parish Council

## Minutes of the Council Meeting

Held on the 12<sup>th</sup> June 2018, at 7.00pm in the Parish Room (Internet Resource), the Bear Car Park

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### Present

Chair – Cllr McBride, 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. The Cllrs were thanked for the new layout.
- b. The Chair asked the Secretary of the Burwash Common and Weald Residents Association (RA) whether the proposal for a 'Friends of Down Meadow' group was discussed at their meeting. The reply was that it was mentioned, not much more. Another resident mentioned that once a maintenance plan had been agreed by the Council people would be more likely to consider such an option.

### 1. Apologies for Absence

Apologies received and noted from – Cllr Pope

### 2. Chair's Remarks

- a. The Chair wished to thank Cllr Vereker for his time as Chair. It was noted that he had steered the Council through some difficult times and the whole Council thanked him for his continued support and time given to the Parish Council.
- b. Meeting papers will now be published online along with draft minutes. The public were asked to note when minutes are in draft form. The intention will be to have draft minutes available in three working days.
- c. The opening 'Information only' section of the Agenda will be reworded.  
**Action:** Cllr McBride and the Clerk

### 3. Disclosures of Interest

No declarations made.

### 4. Report from County and District Councillor

- a. A date has now been given for the resurfacing of the road to be in August to make use of the school holidays. It was remarked that it had been scheduled to be done at night. Cllr Barnes would investigate and report back.  
**Action requested:** Councillor Barnes
- b. The District housing task group is looking to have a new Housing and Homelessness Strategy in place soon.
- c. Central Government is reviewing housing numbers to be delivered in the Country. Despite Rother having such a large expanse of AONB it is likely that the figures will be high - something the Parish needs to be vigilant of.
- d. Rother will revise their Core Strategy as this is now out of date. A new one is being prepared with the ambition to be published by 2019. With no Core Strategy if the NPPF is updated then Neighbourhood Plans will only have a two-year shelf life.

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

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

- a. EGM 8<sup>th</sup> May 2018
- b. AGM 8<sup>th</sup> May 2018
- c. EGM 24<sup>th</sup> May 2018

Were all a correct record of those meetings.

## 6. Correspondence to the Clerk

- a. War memorial cleaning has been agreed for July. It was noted that now a vague date for the resurfacing has been given. The Clerk to alert The Stone Shop of this, stressing that previous resurfacing dates have been cancelled.  
**Action:** The Clerk
- b. The Clerk has been in contact with Rother regarding the car park. As the contact who was dealing with the request is leaving they will notify the Clerk of the new contact.  
**Action:** The Clerk
- c. Harvey's Brewery has written stating that they would like to progress repairs on the listed barn but have been held up by the lack of response from Rother's Conservation Officer.  
**Action requested:** Cllr Barnes will take this up at Rother.
- d. Cllrs were asked to notify the Clerk of local voluntary organisations that might qualify for the Queen's Award for Voluntary Service [www.gavs.direct.gov.uk](http://www.gavs.direct.gov.uk) which is an equivalent of an MBE for organisations.

## 7. Finance (standing item)

- a. Bank balances at 31/05/18 are £65,691.27 in current account and £10,672.35 in the savings account.
- 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	£10.15	
Village Hall	102267	£46.00	Hire of hall for annual assembly
BCWRA	102268	£200.00	Grant 2018/19
Viking Direct	102269	£213.57	Ink cartridges, files and paper
Jane Cheshire	102270	£155.95	Payment of wine and food for Annual Assembly
Burwash Weald Cricket Club	102271	£1,000.00	Grant 2018/19
Viking Direct	102272	£159.20	Lockable Filing Cabinet, Paper Shredder, Pens
HMRC	102273	£107.13	June NI Payment
Locum Clerk			One Weeks Salary
Clerk Salary			Clerk's hour have increased to 15 and payment will switch back to S/O as of the next month
Clerk Expenses	102276	£120.49	Clerk Expenses red letter box, key lock, phone and security cable.
SLCC Membership	102277	£128.00	Cheque 102262 cancelled as wrong amount.
V R Atkinson	102278	£1,000.00	1st payment clay statue
V R Atkinson	102279	£195.87	Materials for statue
Stavros Kotsireas	102280	£6,290.00	1st Payment Art Foundry
Internal Consultant Fee	102281	£180.54	Internal Audit Fee
Rialtas EOY Closedown	102282	£669.84	Rialtas EOY Fee
Spy Alarms	102283	£274.80	Annual Renewal

Matthew Richmond	102284	£55.00	Reissued cheque which was written in the wrong name
Memorial Benches UK	102285	£350.00	Kipling bench - via Cllr Moore
Best Demolition	102286	£498.00	Southwater type paviments - via Cllr Moore
Hesketh Potters Supplies	102287	£99.00	Clay for Kipling statue - via Cllr Moore
Authentic Reclamation	102288	£510.00	250 S.Water paving bricks - via Cllr Moore
City Escapes	102289	£110.60	May cuts
Local Resident	102290	£150.00	Poppies for the High Street
Moles Consultancy		£1,095.00	Stage 6 agreement to NP consultant

The conditions of the NP grant clearly state they will not allow reimbursement of monies retrospectively. It was noted that although an invoice had been received from Moles Consultancy, the lead of the NP Group stated that the invoice will need to be cancelled or postponed and resubmitted or paid once the new grant monies had been received.

**Action:** Cllr Moore to speak to Moles Consultancy re invoice

c. Members were asked to note the following:

i. Budget monitor (Income and Expenditure Report) –

- line 1170 Neighbourhood Plan shows cheque from NP grant going out this has come from earmarked reserves which will now show as £0 on Balance Sheet
- line 1130 Grants shows the extra £1000 for the Burwash Weald Cricket Club and this has come from General Working Capital show will not show as an overspend
- line 2000 shows the income from the donations for Kipling Statue expenditure incurred will sit under this cost centre

ii. Earmarked reserves now at £39, 482.75 down from £44,619.45 which shows the NP grant repayment.

iii. Bank reconciliations were recorded at £0

iv. Internet Café Income was £35.05

d. 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. Nine – Not Applicable.

- e. Council reviewed and agreed the 2017/18 Annual Return statement as the following:

		Last Year	This Year
1	Balances Brought Forward	£38,386	£42,765
2	Annual Precept	£35,712	£39,283
3	Total Other Receipts	£1,009	£9,497
4	Staff Costs	£8,439	£9,349
5	Loan Interest/Capital Repayments	£0	£0
6	Total Other Payments	£23,902	£29,620
7	Balances Carried Forward	£42,765	£52,575
8	Total Cash and Investments	£42,183	£53,750
9	Total Fixed Assets	£14,500	£17,449
10	Total Borrowing	£0	£0

- f. **RESOLVED** – Council signed off dates for the Period of Exercise of Public Rights to start from 18<sup>th</sup> June and end 30<sup>th</sup> July 2017.

- g. Council reviewed the risk assessments for the following areas Parish Rooms, Financial Risks and Asset Register.

**RESOLVED** – Council resolved all items and any outstanding items would be updated by July 2018 Clerk will create an outstanding items list.

**Action:** The Clerk

**h. Finance Committee Report**

- i. Meeting schedule for finance committee has been agreed and on line.
- ii. Reminder that: a) Only the council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made; b) a member may not issue an official order or make any contract on behalf of the council and c) all cash received must be banked intact. Any expenditure must go into the bank first and then the Clerk will make the purchase.

**i. Clerk End of Year Report and Internal Audit Report**

Items for noting:

- i. Risk Register – has been updated and will be reviewed shortly. The revised version appears to be very comprehensive and all the items listed are relevant.
- ii. To be vigilant of potential issues of cyber crime
- iii. Internet Café – Income should first be passed through the Council's Books, in order that the Clerk can account for them. Any related Outgoings must then be authorised in Council before Payments are made.
- iv. Personal cheques, made to Councillors should be kept to a Minimum.

**8. Neighbourhood Plan (Standing Item)**

Cllrs are confident that the December conclusion for the NP will still be met. The next stage will be to hold a consultation event with the public on the four sites received during the call for sites. The cheque for the unspent grant 2017/18 has been returned and application for a new grant for 2018/19 is under way. Progress of the NP was noted and Cllrs involved in moving the project forward were thanked.

**RESOLVED** – To hold an EGM on 04/07/18 and invite both District Councillors.

**Action:** The Clerk

## 9. Planning (Standing Item)

- a. Nothing to report of note from the 11/06/18 meeting other than that all applications were approved.
- b. The draft letter as resolved at the 24 May EGM has not been written following a decision to work closely with Burwash: Save our Fields from Concrete and the District Councillors.  
**RESOLVED** – to meet with Burwash: Save our Fields from Concrete and the District Cllrs as soon as possible. The Council will apply for Rule 6 Status for the appeal.  
**Action:** Cllr Moore
- c. Cllrs were given the names for the different areas of Old Rectory Court including Old Rectory Court for the development, the Older People Scheme will be 1-15 Dudwell View and the four cottages will be Bluebell, Peony, Tulip and Violet.  
**RESOLVED** – To accept all the names as proposed by Optivo.  
**Action:** Cllr Moore

## 10. GDPR Update

Data audit has been taken and will be published onto the website once it is agreed at full council in the July meeting. It was noted that the Parish Council is starting in a good position but there is a lot of work to do over the 18-month timeframe to become fully compliant. If Cllrs are unsure about anything relating to GDPR then please ask the Clerk for any clarification.

## 11. Traffic Strategy

The outline was tabled and a full report will be brought to council in July. The Outsiders group will be consulted, and the many comments and wide range of feedback given at the Annual Assembly will all be considered when writing the strategy.

It was noted that neither a reply or an acknowledgement of the letter sent on the 7<sup>th</sup> June to the Leader of ESCC had been received.

**RESOLVED** – For all Cllrs to give their comments on the tabled outline strategy.

**RESOLVED** – for Cllr Crabtree and Cllr McBride to write a follow up letter to ESCC if no reply had been received in ten working days, to be sent via the Clerk.

**Action:** Cllr McBride and Cllr Crabtree

## 12. Down Meadow

It was noted that a detailed proposal had been put forward to consider for the maintenance strategy for Down Meadow. The Chair noted that having reviewed the letters from the Residents Association and local residents, communications from the Council could have been much improved and that will be a key principle moving forward. To clarify responsibilities ESCC are responsible for the rights of way path that cuts through Down Meadow and the Council are responsible for the rest of the area. It was noted that due to the workload of ESCC, maintenance of the path was unlikely to be a priority so the Parish Council would take on the task when required.

**RESOLVED** – To clear the path.

**Action:** Cllr Elmslie to arrange within 7 days.

**RESOLVED** – To set up a joint working group with the Parish Council and residents in Burwash Common to be chaired by Cllr Kenny. It was asked that the group meet quickly.

**Action:** Cllr Kenny

**RESOLVED** – The Chair will reply to the RA letter within two weeks.

**Action:** Cllr McBride

## 13. Kipling Statue

There has been an email from Rother outlining Highways concerns where the statue will be placed including; a distraction to drivers, a distraction to drivers leaving Old Rectory Court and an issue if drivers are distracted. RDC have asked for an Independent Traffic Survey.

**RESOLVED** – Cllrs agreed the payments set out in the report which are contained in the payment schedule (item 7)

**RESOLVED** – To investigate carrying out an Independent Traffic Survey. Cllr Barnes will talk to ESCC about the Highways situation as well.

**Action requested:** Cllr Barnes

**RESOLVED** – To invite the Duke and Duchess of Sussex to unveil the statue.

**Action requested:** Cllr Moore to give details to the Clerk to action

#### 14. Parish Maintenance and Handyperson

Cllrs received the spec for the handyperson.

**RESOLVED** – Cllrs to give any feedback to the Clerk on the spec by 15/06/18. Then the Clerk will advertise in the local papers and website keeping to the 31/07/18 deadline.

**Action:** The Clerk

#### 15. Website

Cllrs reviewed the report and progress to date on the website. Currently 152 users are viewing the website.

**RESOLVED** – Editor to spec the website hosting and CMS requirements and identify suppliers. Options will come to the September meeting for resolution.

**Action:** Cllr McBride

#### 16. Allotments

One of the plots behind the Parish Rooms has become available.

**RESOLVED** – Selection process will be on a first registered interest first priority basis. The Clerk will contact the people on the list to see if they wish to take up the plot.

**RESOLVED** – To review the proposed contract, Clerk will add in GDPR requirements. Cllrs asked that the section on plot sharing be removed.

**Action:** The Clerk

#### 17. Jacky Nash Memorial

A tree in the High Street has been identified to be the dedicated tree for the late Cllr Nash. The owner of the tree has agreed to look after the tree and plot in memory of Jacky.

**RESOLVED** – To liaise with the family to choose the memorial stone and wording for it. A tree has been dedicated in the High Street as 'Jacky's Tree' which will be maintained by the owner.

**RESOLVED** – Up to £140 expenditure on the stone and plot ready to unveil during the Autumn Love Burwash.

**Action:** Cllr Crabtree

#### 18. Parish Events

a. **Battles Over** – Cllrs noted the report and progress to date.

**RESOLVED** – Four items were resolved for expenditure which take up the agreed budget for the event

**Retrospective**

i. £150 for Poppy plants

ii. £200 for wool

**Remaining**

iii. £250 for materials to make the ceramic poppies

iv. £400 to be used for the two sound systems at the lighting of the beacons however it was noted that this was high, a more likely figure would be £100.

b. **Burwash in Bloom** – Cllrs are asked to note entry deadlines and promote this event with the deadline ending on the 22/06/18.

#### 19. Agenda Items for July's Meeting

a. Budget setting – Cllrs will meet in Aug/Sept to agree future plans and priorities to inform the 2018-19 budget.

b. Car Park – To discuss progress

**Date of Next Meeting** – Burwash Parish Full Council 10/07/2018 at 7.00pm at the Parish Room.