

# Burwash Parish Council

Minutes of the Council Meeting

Held on the 14<sup>th</sup> March 2017, at 7.00pm in Parish Room (Internet Room), The Bear Car Park

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## Present

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

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### 1. Apologies for Absence

Apologies received and noted from Cllr Caulkin.

### 2. Questions from the Public – all questions related to the Land NW Shrub Lane

- a. With the work on the Neighbourhood Plan (NP) have enough sites been identified to cover the required housing numbers besides this site. – *This is currently still unknown as sites are being reviewed. The public are encouraged to come forward with any potential sites. There is a vast range of requirements for a site that would make it viable.*
- b. What level of affordable housing goes to those within the village – *This is negotiated with Rother. Occasionally they can negotiate locals to be considered first such with the Hastoe site.*
- c. What is the housing need for Burwash – *The Clerk will check with Rother.*
- d. Does the village not having a NP make the village more vulnerable to developers – *The real concern is Rother not having a 5-year housing supply.*
- e. The site contains ancient woodland and is in an Area of Outstanding Natural Beauty (ANOB) – *This would require careful consideration by the Local Planning Authority who would have regard to paragraphs 115 and 116 of the NPPF.*
- f. What is the affordable housing requirement – *All larger sites require 40% affordable housing.*

### 3. Disclosures of Interest

Cllr Elmslie and Cllr Kenny both declared that they were members of the No Concrete Group but only as observers. Cllr Crabtree and Cllr McBride both confirmed they received emails from No Concrete for information. The Chair reminded all Cllrs about the email he has sent reminding all Cllrs to remain open minded with regard to all planning applications until the final meeting once all opinions and evidence had been reviewed.

### 4. Report from County and District Councillors

Councillor Barnes highlighted to the council the need to support the local schools in the proposed education funding.

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

**RESOLVED** – minutes of the Council Meeting held on as a correct record of the proceedings of the Parish Council held on 14/02/17

### 6. Correspondence to the Clerk

- a. Letter to the Full Council – The Chairman his concern over the perception that the council are not even handed in their dealing across the Parish. Councillors were reminded to be mindful of the full parish and the three communities within it. The Chair was grateful for the input and support for the authors of the letter.

- b. A request was received for councillors to state who they are and their portfolio at each meeting. This is not practical however, it is important for people to know councillors therefore the Clerk will improve the website, there is a physical poster in the internet café and printed out copies will be brought to each meeting.
- c. A further letter has been received to the Clerk about the yellow lines however the Parish Council is unaware of any further changes to the original order.
- d. There has been another request for a new grit bin – A review and report for the next full council meeting once financial reserves have been reviewed the grit bins required in the village.
- e. Trees in Lime Tree avenue Highfields will not be able to be part of the Adopt a Lime Tree Scheme as these are managed by Amicus Horizon.
- f. Parliamentary Boundary Review has now concluded and no further recommendations are being made by Rother.
- g. Disabled Parking bay in the car park near the surgery all people are parking in this. The Clerk will relay to Rother as they still currently own and managed the car park.
- h. Report from the School that the fencing has gone up for the mud kitchen and the council will be notified when the opening ceremony will take place.
- i. Update on grant to Batemans Exhibition – The Clerk has confirmed that the money given would be spent in the village framers. The council’s support would be noted on the name signs for each picture and in the catalogue. The grant was confirmed.
- j. Meeting with Amicus – Cllrs Vereker, Cllr Jenner and Cllr Moore met with Amicus and had a very encouraging meeting with them. A new architect has been appointed and a new layout removing the bunker element of the previous design which has much less impact on the valley. Further detailed required and a meeting with the Parish Council will happen at a later date.
- k. Draft proposals from Central Government on school funding will leave smaller primary and secondary schools with a funding deficit of between 8-10%. Councillors agreed to send a letter of concern outlining the impact it will have on the local school. The Chair and Clerk will draft.

**7. Finance (standing item)**

- a. Bank balances at 28/02/17 are £34,253.02 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
Clerk Salary	S/O	£745.38
Pet Waste Solutions	S/O	£93.55
Adam Watts	S/O	£15.00
HMRC	102116	£22.75
Clerks Expenses	102117	£109.75
Signs of Style	102118	£120.00
Cartridge Save	102119	£216.12

- c. Budget monitor was received; earmarked reserves are at £32,158.88; Cllr Dixon checked and signed the bank reconciliations.

**8. Land NW Shrub Lane**

Councillors updated the full council that a further planning meeting will be scheduled for the 27<sup>th</sup> March for continued review of this planning application.

**RESOLVED** – To write a letter to Rother requesting the application be reviewed as a major application and request an extension of time to submit the Parish Council's comments.

#### **9. Finance Working Group**

The Council discussed the proposal put forward by the finance working group

**RESOLVED** – For the Finance Working Group to become a Standing Committee of the full council, the proposed Terms of Reference for the Group and the annual meeting schedule.

**RESOLVED** – For Cllr Elmslie to review potential options for managing the finances of the internet café.

**RESOLVED** – Councillors resolved to accept the proposed risk management document of the finance and operational risks of the Parish Council from the Clerk.

#### **10. Terms of Reference**

Council looked at the proposed terms of reference for the following committees:

**RESOLVED** – Planning Committee and the HR Committee terms of reference.

#### **11. Staff Code of Conduct**

**RESOLVED** – Councillors resolved the proposed policy. The policy will be uploaded onto the Parish Website.

#### **12. Neighbourhood Plan Update**

Councillors updated from the meeting with Rother confirmed additional steps needed to take place. The steering group needs to look for more volunteers for the steering group and looking to recruit a consultant to support to programme of work. The group will speak to Etchingham Parish to share their findings on appointing a consultant and look to share information and documentation where appropriate. The NP group is also starting to apply for the grant.

#### **13. Confirmation of Declaration of Compliance**

**RESOLVED** – For the Clerk to send to confirmation that compliance has been met to the Pensions Regulator.

#### **14. Lime Tree Adoption Scheme**

It was reported that all 82 limes trees had already been adopted by local residents. It has been a huge success and the Council thanked Cllr Nash for all her hard work.

#### **15. Contingency Plan for Clerk's Maternity Leave – Closed Session**

**RESOLVED** – Councillors discussed and agreed the proposed contingency plan and proposed Locum Clerk.

#### **16. Date of Next Meeting** – Burwash Parish Full Council 11/04/17 at 7.00pm at the Pavilion Burwash Common.