

Burwash Parish Council

Minutes of the Council Meeting

Held on the 13th November 2018, at 7.00pm in the Parish Room (Internet Resource)

Present

Chair Cllr Betty McBride MBE, Vice-Chair – Cllr Moore, Cllr Dixon, Cllr Elmslie,
Cllr Franklin, Cllr Jenner, Cllr Kenny, Cllr Mann and Cllr Pope

Public Time

- a. Councillors were asked about car parking issues in Burwash Weald and Common. The Parish Council has no powers to deal with parking, however people were advised to visit the Burwash Parish Council (BPC) website: <http://www.burwash.org/our-neighbourhood/parkinginfoforresidents.html> to view car parking information which had been put together in consultation with the police; additionally they were advised to contact the Police Community Support Officer (PCSO) Julie Pearce-Martin as she is able to enforce traffic regulations. Cllr Barnes stated that residents should reply to the current Rother District Council Community Parking Enforcement (CPE) consultation as it is not illegal to park on the pavements in the countryside and people can comment on this matter if they wish to.

1. Apologies for Absence

Apologies received and noted from – Cllr Beeston, Cllr Caulkin, Cllr Rees and Cllr Vereker. Cllr Kenny left the meeting at 7.45pm.

2. Disclosures of Interest

No declarations made.

3. Report from County and District Councillor – Cllr John Barnes

- a. County Councillor reported that:
 - i. ESCC are still looking at core funding deficits of around £43 million. In current situation the budget will not balance within three years. This is due to demographic make up of ESCC (largest older population) along with rising interest.
 - ii. The CPE Scheme is going to consultation. A decision will be made mid 2019 when there will then be another consultation process about how the CPE will work. It is likely, if it is agreed, that it will come into force in 2020.

ACTION – For the Clerk to put onto the December agenda for Cllrs to formulate a formal response to the CPE consultation.

- iii. It is likely that council tax for County will be increased by 2.99%
- iv. Due to cuts many of the preventative schemes/resources supporting people in need have been removed. 70% of the work is now demand led.
- b. District Councillor reported that the DaSA (Development and Site Allocations) plan is out for consultation. Although this largely does not affect Burwash as the Parish is doing a Neighbourhood Plan, there may be some items within the core document/policies from Rother District Council that BPC may wish to comment on.
- c. Homelessness Strategy consultation ongoing with the meeting on the 21st number at Bexhill Town Hall. For details please go to <http://www.rother.gov.uk/housing-consultation>.

4. Accuracy of the minutes of the previous meeting

RESOLVED – minutes of the Council Meetings held on:

- a. Full Council 9th October 2018 were a correct record of the meeting.
- b. The agenda for 13th November was changed from the original running order to ensure all the items requiring decisions on expenditure were covered first.

5. Correspondence to the Clerk

- a. The Parish Council received an email from the Burwash Common and Weald RA offering a £300 donation towards the funding of the name blocks for the WW1 Fallen. The Chair wrote to formally thank Burwash Common and Weald Resident Association (BCWRA) CWRA and Councillors noted their thanks for their generous offer.
- b. The Parish Council also received an email from the Masonic Lodge saying that they would donate £100 towards the funding of the name blocks for the WW1 Fallen. The Chair wrote to formally thank the Masons and Councillors noted their thanks their generous offer.
- c. Email from a resident near Down Meadow asking if the Parish Council disputed the ownership of the Conifer Trees on the meadow. The Clerk had replied that the Parish Council would like to engage with the owner of the trees at a later date, to look at potential ways they could be managed to further benefit Down Meadow.
- d. Burwash Weald and common Memorial Playing Fields have written requesting the Parish Council put a dog bin up at the playing field
RESOLVED – Cllrs resolved to install a new dog bin at the playing field and will pay for the monthly fee. The Clerk was asked to organise this as soon as possible.
- e. The Council had received another letter regarding the adoption of the Lime Trees in the High Street. The Clerk had recommended to Councillors McBride and Mann that along this stretch of the High Street the fairest solution would be to give each house two trees. One of the adoptees wishes to have the tree which was allocated to her neighbour two years ago. The resident pointed out that, at the start of the scheme, the tree had originally been allocated to her.
- f. **RESOLVED** – Councillors were content that a fair solution had been arrived at and the Resolution stands. They said residents were welcome to agree among themselves if they wished to change the arrangements and inform Council accordingly.
- g. Grass Cutting – The Clerk received notification from East Sussex Highways that the offer for taking the grass-cutting contract in-house was still on offer and BPC would be remunerated £446 if they did take this on.
RESOLVED – The Parish Council would take the contract in-house and asked the County Council (ESCC) to pay the proposed £446 to the Parish Council.

ACTION – The Clerk would meet with James Newmarch, Soft Assets Manager overseeing items such as lime trees and verges, and work with Cllr Kenny on costs for 2019/20 and how the contract would be managed.

6. Finance (standing item)

- a. The bank balances at 31/30/18 at £53,630.32
- b. **RESOLVED** – to approve the following payments. 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	S/O		
Memorial Cleaning	102337	£4204.00	
Rother District Council	102338	£100	Payment to apply for traffic order

HMRC	102339	£72.13	Monthly NI
Jane Cheshire	102340	£230.69	Posters, plaque, stamps, phone
Viking Direct	102341	£101.45	Paper and inks
City Escapes	102342	£55.30	Final year cut
Cllr Elmslie	102343	£48.98	Replacement of cheque 04/18
Contractor	102344	£850.00	Further works/materials Kipling statue
Royal Mail	102345	£330.00	PO Box redirect

c. Members are asked to receive and note the:

- i. Budget Monitor, - Nothing to note no over or underspends
- ii. Statement of Earmarked Reserves – Earmarked Reserves now at £42,481.25
- iii. Bank Reconciliations – Are at £0 as they should be
- iv. Internet Café income for September were £33.30 and October were £34.90

7. Website

Cllr McBride provided a report detailing four potential providers with five-year costings. This follows an earlier decision to end the existing hosting arrangement for the site.

RESOLVED –The Council decided to go for an option that focused on a mobile app for residents, accompanied by an additional simpler community website. The providers will be The App Office. Councillors approved the total cost over five years at £3,600.

8. GDPR Compliancy Update

The Clerk circulated a written report. Full compliancy is on track with ongoing updating of personal information. The Clerk also did an audit of the Internet Café with Uniserve. Councillors thanked Peter Skipwith for his time and input in supporting this.

RESOLVED – To implement recommendations from Uniserve to install Office 365 and emails from £3.80 per month per councillor from May 2019 and to set up the IT portals plus two 2-hour training sessions for councillors on how to use the system. Total cost £700.

9. Kipling Statue

Councillors received a verbal report. RDC are not able to guarantee the road closure for the proposed launch event as it is not known whether the road works and closures in Heathfield will be completed in time.

RESOLVED – To postpone the unveiling of the statue event – Councillors agreed to take stock and discussed a half-term or weekend event for a launch in Feb/March next year. A further report will be brought to the next meeting.

10. Traffic Update

a. **Traffic Strategy** – Cllrs received verbal update reports on the meetings with:

- i. The independent civil engineer from GTA Civils – Cllr McBride, Moore and a member of the residents' Outsiders group met to discuss the pinch point, the bollards and a safe crossing along the High Street. The whole of the High Street was walked and the Independent Civil Engineer will write a report once the data from the traffic surveys has been received by the Clerk.
- ii. East Sussex Highways (ESH) regarding the new yellow lines – Cllr McBride and the Clerk met with two senior officers from ESH. The following line sites were discussed:
 - **Pinch Point** – These can be reviewed at a later date if there are to be any changes.

- **Road outside Pelham Hall** – The narrowing of the road outside Pelham Hall was said to have caused car crashes. It was noted by the officers that “if parked cars are not a deterrent to slow traffic down then not much else would be.”
- **Double Yellow Lines Outside Vine House** – These will not be removed until after 2020 at the earliest if at all. The resident was concerned about her carers parking outside. It was confirmed that permits can be obtained to enable carers to park here. The PCSO will also be informed of the situation.

ACTION – The Clerk would write to the resident informing them of the situation.

- **Double Yellow Lines Down School Hill** – This is something that could be reviewed in 2020.
- **School Crossing Patrol Notice** – It was noted that vegetation is obscuring the current sign and the sign itself doesn’t give much warning before the crossing. There is the potential for a solar panel sign on the other side of the road.

ACTION – The Clerk to write and ask when the traffic data will be received and if (and when) a solar powered school patrol signal could be installed and where this would sit.

- b. **Lollipop Person** – Councillors discussed the continuing failure to recruit a school crossing person and spoke of matching the salary offered by the County Council (ESCC) to attract more candidates.

RESOLVED – To ask for a meeting with the headteacher at Burwash primary to discuss solutions. Council resolved to match the funding at the current hourly rate, at a cost of £2,040 per year, if no other solution emerged from the school meeting.

ACTION – The Chair to draft a letter for the Clerk to send asking about their input on the matter.

- c. **Road Safety Week** – Councillors received a written report with details of the proposed event.

RESOLVED – To support the initiative and invest £100 for banners and signs in promoting the event.

ACTION – Councillor McBride to write and let the Outsiders know and to get information on the date confirmed as soon as possible. A project plan will be drawn up for the Council’s involvement in the week.

- d. **Car Park** – Councillors discussed the reply from Rother District Council which indicated that they could not transfer the freehold as this would require the car park availability going to the open market. Council felt that as the Car Park was a community asset this would not be the case.

ACTION – The Clerk to liaise with Councillor Kirby-Green on the matter and draft a letter to send in reply to Rother’s email.

13. Neighbourhood Plan (NP) (Standing Item)

Councillors were given a written report which highlighted the continuing issues faced by the NP about the housing numbers that had been allocated to Burwash. The meeting with Rother District Council (RDC) officers recognised the issue but officers reiterated that 52 would be the required number of houses and in fact this may very well increase. The NP group has recommended that the draft NP be developed minus the housing figures and this will be addressed at a later date.

14. Planning (Standing Item)

Boundary’s Edge – Councillors received a written report from Councillor Jenner outlining the procedures at the one-day inquiry. Councillors Jenner, Beeston and Elmslie were all present. Councillors await the decision.

15. Events and Lime Tree

The Clerk proposed a project plan template for future events. A draft was included in papers for the meeting and Councillors were asked to give any suggested amendments or additions to the Clerk. The Clerk said she would prepare a list of known 2019 events to aid with planning.

RESOLVED – Councillors adopted the project plan template approach. Councillors were asked to give feedback by the 23/11/18 on amendments and changes.

ACTION – The Clerk would put forward a list of dates for all potential events in 2019 at the next full council meeting.

- i. **Love Burwash** – Was a small but well managed day with people rallying across the parish. For the next events in 2019 the Clerk would oversee the administration of the events.
- ii. **Battles Over** – Both events were well attended and considered a fitting tribute to the Fallen. The Parish Council had received positive feedback for their efforts on Facebook and this was welcomed. Councillors thank the Clerk, Cllr Dixon and Cllr Moore and all the residents involved for organising the event. Letters would be sent to key individuals expressing the Council's thanks for their time and support.

Lime Trees – The Clerk has identified several vacant trees and the small number which are not being maintained.

RESOLVED – To ask Lime Tree adopters who do not want to manage their trees to pay a £5 fee (per tree). The Parish Council will manage their tree(s) for them.

ACTION – The Clerk will put up posters on the vacant trees. Residents wishing to adopt one of the trees should contact the Clerk or Cllr Mann.

16. Attended Events

a. Community Led Housing Trust

Councillors received a written report on the event.

RESOLVED – To first take the idea of a Community Land Trust to the Neighbourhood Plan steering group.

b. ESALC AGM Report

Councillors received the written report on the event and noted the potential cuts in services.

17. Handy Person

Councillors resolved the list of jobs for November based on the written report.

RESOLVED – All items were approved. The Clerk noted additional works will be put to the handyperson but this would be in relation to the Kipling Project.

ACTION - Cllr Elmslie will liaise with the BCWRA about the situation of the grit bins around Vicarage Land and Road.

Date of Next Meeting – 11th December at 7pm in the Parish Room (Internet Resource)