

# Burwash Parish Council

## Minutes of the Council Meeting

Held on the 10<sup>th</sup> October 2017, at 7.00pm in the Burwash Pavilion, Burwash Common.

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### Present

Vice-Chair – Cllr McBride (in the Chair), Cllr Caulkin, Cllr Dixon, Cllr Durrant, Cllr Elmslie, Cllr Jenner, Cllr Moore and Cllr Pope. Cllr Mann, following his formal co-option.

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#### 1. Apologies for Absence

Apologies received and noted from - Cllrs David Vereker, Crabtree and Kenny.  
Also District Councillors Barnes and Kirby-Green

#### Public Time

Cllr Moore undertook to contact RDC regarding a specific application for social housing in Burwash brought to the attention of the council.

A member of the public expressed the opinion that Love Burwash Day had been very successful, to the agreement of the meeting, and hoped tht it would be repeted.

#### 2. Disclosures of Interest

No declarations made.

#### 3. Co-Option of Councillor

All necessary procedures having been completed, Andrew Mann was formally co-opted as Councillor to Burwash Parish Council. He was welcomed warmly.

#### 4. Report from County and District Councillors

- a. **County & b. District** – as the councillors had offered apologies for absence there were no reports this month.

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

**RESOLVED** – minutes of the Council Meeting held on 12<sup>th</sup> September and the EGM on 19<sup>th</sup> September 2017 as correct records of these meetings.

#### 6. Correspondence to the Clerk

Confirmation has been received that Mr Robert Banks is to continue to seek Grade 1 listing for the Burwash War Memorial.

Cllr Moore undertook to take the idea of a Jungle Book Trail (similar idea to Narnia Trail in Banstead Woods and Chipstead Nature Reserve) to see if it might be incorporated into plans for Batemans.

Burwash Parish Council will take a place at the Christmas Tree Festival at St Bartholomew's Church in December.

#### 7. Finance (standing item)

- a. Bank balances at 31/08/17 are £60,470.46 in current account and £10,665.16 in the savings account.
- b. **RESOLVED** – to approve the following payments. The voting was unanimous. The Chairman signed the approved payment schedule.

| <b>Payment Schedule</b>        | <b>Cheq No.</b> | <b>Amount</b>    |  |
|--------------------------------|-----------------|------------------|--|
| Came and Company               | 102182          | £1,465.25        | Annual Insurance Premium                           |
| Post Office                    | 102183          | £144.13          | HMRC mth end 5/10/17                               |
| Jane Cheshire                  | 102184          | £623.96          | Statutory Maternity Pay - month 3                  |
| Paulette Barton                | 102185          | £563.37          | Locum clerk hours for September                    |
| Jeremy Beagley                 | 102186          | £132.00          | Downs Meadow - annual                              |
| PKF-Littlejohn LLP             | 102187          | £240.00          | Professional Services re Annual Audit              |
| Mr S Moore                     | 102188          | £72.00           | Reimbursement for poster printing x 2 NP for fetes |
| Adam Watts                     | 102189          | £40.00           | Additional work re payroll and pension issues      |
| Rother District Council        | 102190          | £50.00           | Hut Rental   |
| The Play Inspection Co         | 102191          | £102.00          | BW & CM Playfield Annual Inspection                |
| City Escapes                   | 102192          | £110.60          | Grass Cutting Hornbeam Meadow (2)                  |
| <b>Total of unpaid cheques</b> |                 | <b>£3,543.31</b> |  |

c. Due to an on-going technical problem neither the budget monitor nor the bank reconciliations could be presented. Both this and item d. Six month review and e. 1<sup>st</sup> draft 2018/2019 budget review will be considered by the Finance Committee, the next meeting being 26<sup>th</sup> October 2017.

f. The clerk confirmed that insurance cover for 2017-2018 had been maintained, the recommendation of Came & Company to instruct Inspire, although for only a single year, had been accepted.

#### **8. Upgrading the computers in the Internet Resource**

Cllr Emslie reported that the Internet Café is 'paying its way'. The report supporting the request to allocate £500 in budget 2018/19 and another £1,000 in budget 2019/20 is on file and Council **RESOLVED** that this should be included in the draft budget to be presented at the next meeting.

**9. Village Milestones & Memories** The project outline has been submitted to the Lottery Heritage Fund by Cllrs Moore and Crabtree. If accepted then a full application will be made.

#### **10. The Bear Car Park**

a. While RDC were happy in principle with the idea of a handrail from the car park to the surgery there had been no intimation of whether monetary support would be available. The District Councillors will be asked to see what might be done to assist this project. **RESOLVED** that Fairfield Surgery should progress to get quotes so proper consideration might be given to support.

b. RDC to be approached to establish contact for/with ESCC Highways to progress repair to entrance to Bear Car Park above the line of ESCC responsibility but which could be undertaken when the main road is being resurfaced but the responsibility for the cost of this would not fall to ESCC and the car park is in the ownership of RDC not BPC. Queries

were also raised re the License for suspension of car parking spaces for the building work and the need to refresh all the paint indicating parking spaces and traffic flow.

As the spokespersons for the Neighbourhood Plan were unavailable the budget was not presented and a full report unavailable. However, it could be reported that interest had been high and all leaflets available handed out at the village fetes.

#### **11. Pollarding of Lime Trees**

Cllr Durrant is still awaiting a response from ESCC.

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

Council received Cllr Moore's report and **RESOLVED** to support and encourage the Plan also, on formation each Focus Group will be headed by a councillor.

Housing – Cllr Moore

Environment – Cllr Kenny (and Cllr Emslie to deputise)

Leisure & Economy – Cllr Caulkin

Infrastructure – Cllr Mann

#### **13. Grants**

The list of applications for Grant – 2018-2019 was reviewed, comments made and Finance Committee will bear these in mind during discussion to consider the recommendations to Council at the next full meeting.

#### **14. Love Burwash Day**

Extremely well received and thanks were formally given to Jacky Nash who had done so much work on this prior to her resignation from the council. She has said she is willing to give advice to the councillor/s taking on this responsibility for next year.

#### **15. Key and Code Holders**

**RESOLVED** (7 in favour and 2 against) that a Councillor may be given the keys as well as codes for the Parish huts if they are needed for the proper conduct of their duties. Cllr Moore will pass his responsibility for the alarm system to Cllr McBride. An assessment to be taken regarding security of documents held in the Parish Office particularly in respect of the incoming GDPR regulations next May.

#### **16. Information for noting or including on a future agenda**

1. Update on the pollarding schedule for the Lime trees.

#### **17. Date of Next Meeting** – Burwash Parish Full Council 14/11/17 at 7.00pm at the Parish Office, Bear Car Park, Burwash.