

Burwash Parish Council

Minutes of the Council Meeting

Held on the 9th October 2018, at 7.00pm in the Pavilion, Burwash Common

Present

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

Public Time

- a. Councillors were thanked for the support and joint working between the Parish Council and Burwash Weald and Common Residents Association on the management programme of Down Meadow. Cllr Kenny and Simon Forester were thanked in particular for their work with the steering group and the end report.
- b. A resident noted the mention of Leylandiis in the Down Meadow report. Cllr Kenny noted that these are only mentioned and that there may need to be future discussions on this but not now.
- c. It was noted by a member of the public that the Boundary Edge footpath Inquiry will be held on November 7 & 8. The Clerk commented that the parish council had not been asked to come forward as a witness, but Cllr Jenner would be present to give the support for keeping the footpath for the Parish.
- d. The lack of a lollipop lady for Burwash Primary School crossing was raised as a great concern. Cllr Barnes confirmed County had the funds for the post but that no one was coming forward for the role. Although there is no obligation to provide a crossing patrol, County recognise the importance of the role. The Clerk confirmed that the role cannot be filled by volunteers as they needed to be trained and employed by East Sussex County Council (ESCC). The Police Community Support officer has also been monitoring the situation.
Action – The Clerk to work with the Chair to take the matter forward, to promote on the website and in the Parish.

1. Apologies for Absence

Apologies received and noted from – Cllr Caulkin and Cllr Dixon

2. Disclosures of Interest

Cllr Franklin noted a personal interest in any discussions involving Oakleys.

3. Report from County and District Councillor

- a. County Councillor John Barnes reported that ESCC are still looking at core funding. £43 million needs to be found over the next 2/3 years. Preventative services will need to be reviewed to ensure core ones can be maintained.
- b. District Council report that:
 - i. There is a homelessness consultation on 23/11/18.
 - ii. Rother District Council is looking at setting up a housing service to get houses built rather than manage them.
 - iii. The Planning Core Strategy needs revising over the next 8/9 months with the Development Area Site Allocation (DaSa) being approved. However the DaSa doesn't directly impact Burwash as the Parish is doing its own Neighbourhood Plan. Cllr Barnes confirmed NPs need to be completed by min-January 2019

4. Accuracy of the minutes of the previous meeting

RESOLVED – minutes of the Council Meetings held on:

- a. 11/09/18 – Full council

b. 25/09/18 – Finance Committee Minutes

Were a correct record of the meetings.

5. Correspondence to the Clerk

- a. PPG request to spend unspent grant of £242 on new health initiative – Mental Health in Young People. The Parish Council was thanked for their support.
RESOLVED – To agree for PPG to reallocate grant funds to new project.
- b. Request to take part in the Christmas Tree festival. Cost of £25 – Nominate Cllr to decorate/get decorations
RESOLVED – To have the usual Christmas Tree at a cost of £25. Cllr Franklin is to oversee both this and the Festive Evening event.
- c. Broadsheet – Parish Page – Starting Dec
RESOLVED – For the Parish Council to have a regular page in the broadsheet. Cllr McBride will liaise with the Broadsheet and other councillors each month to prepare the page.
- d. Lime Tree pollarding – This is scheduled for the same time as last year. The pollarding is done later in the year for the health of the trees as it was this was previously done too early.
- e. A single white line was removed and replaced with double yellow lines from outside Vine House. The resident is very unhappy about the situation and wrote to ESCC and the PC
RESOLVED – To write to ESCC about the situation along with additional snagging issues to include:
- i. The removal of the double yellow lines across Ham Lane
 - ii. The replacement of people’s APMs
 - iii. A request that all the drains and drain covers are set at the same level as the new road as some are too low at the moment
- f. Traffic feasibility surveys have now come back. Two companies declined to quote, one quoted for 10k. However, a local firm previously found by Cllr Moore have offered to do a site visit and meeting plus a report for £1,250.
- g. **RESOLVED** – Cllrs confirmed they are happy to go ahead with this company and pay the extra £250. The report will focus on:
- i. **Bollards** for the pinch point - *would they work, what type should we get if not what other options would be available*
 - ii. **Safe crossing** point(s) - *where and what kind?* We also would need the safety review of the Kipling statue as previously discussed with Steve Moore.
 - iii. **Village Gates** – *would these work and where could we have them?*

6. Finance (standing item)

In the absence of the Chair of Finance the RFO reported back

- a. The bank balances at 31/07/18 - at 31/07/18 were at £53,157.69

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		Clerk's Salary
Viking Direct	102320	£134.40	Paper, laminate pouches and inks

PKF Littlejohn	102321	£240.00	External Audit Fee
Jane Cheshire	102322	£199.00	To purchase the cordless lawnmower
City Escapes	102323	£110.60	Final cuts of the summer/Autumn
Arnold Baker	102324	£108.79	Purchase of 11th Edition Arnold Baker
Insurance	102325	£1,497.67	Inspire (1st of three years)
Rother DC	102326	£55.00	Hut rental
JV Beagley	102327	£240.00	Cutting Down Meadow and clearing grass
HMRC	102328	£72.13	Clerk's Phone
Jane Cheshire	102329	£18.00	Employers NI Contribution
Best Reclamation	102330	£576.00	400 Paviours
Steve Payne	102331	£1,565.63	Steve Payne Labour and materials
GTA Civils Ltd	102332	£420	Traffic Feasibility Survey
Remembrance	102333	£1,370	Payment for the 137 name blocks
Handyperson Payment	102334	£414.73	Works and materials for September
St Barts	102335	£25	Tree festival
Poppy Appeal	102336	£150	Donation for the two wreaths

- b. RESOLVED** – to approve the above payments. The voting was unanimous. The Chair signed the approved payment schedule.
- c.** Members are asked to receive and note the:
- i.** Budget Monitor, - Nothing to note. NP grant has now gone into earmarked reserves
 - ii.** Statement of Earmarked Reserves – Earmarked Reserves now at £42,206.15
 - iii.** Bank Reconciliations – Nothing to note. Bank Reconciliations at zero.
 - iv.** Internet Café income for September was not received and would be given at the November 2018 meeting instead.
- d.** It was noted that the external auditors report had been received. The Parish Council had passed without any items noted for reference or concern. Councillors recorded their thanks to the Clerk/RFO for all the work done on this.
- e.** Updates from Finance Committee meeting 25/09/18:
- i.** 6 month review was given as an annotated report. The RFO didn't note any items of concern. She provided a spread sheet on forecast expenditure till the end of the financial year. The end figures are likely to come in under budget with an underspend around £3,500.
 - ii.** 1st draft budget 2019/20 – Cllrs noted the proposed changes from the RFO. The only significant increases were the Clerk's hours (15 hours a month) and the assumption that the Parish Council would take on the annual rural cutting programme from East Sussex Highways.

7. Neighbourhood Plan (Standing Item)

Councillors were given a verbal report. Work is still in progress to get a meeting with officers at Rother to discuss the issue of getting to the *52-house development total* within Burwash Village. There is a conflict in messages coming from Rother District Council – on the one hand we are being told that the Parish may need to look at sites within the ANOB but on the other, the District Council is spending £100,000 fighting the Denton Home Appeal purely on the basis that this is in the ANOB.

8. Planning (Standing Item)

It was noted that future Planning Committee meetings will be held at 6.30pm on Mondays, unless Councillors are advised otherwise.

RESOLVED – For Councillors Beeston and Mann to join the Planning Committee.

9. Casual Vacancy

The Clerk had received one application for the current vacancy.

RESOLVED – Councillors unanimously voted Ian Rees as the new Councillor.

10. Business Planning Proposal

A full report was sent to Councillors based on a business planning session on the 24/09/18 and is available on line at www.burwash.org.

- a. **RESOLVED** – Councillors accepted the outline proposal for a rolling plan for financial year 2019 onwards, in full.

Action – The RFO will work with the Chair and Vice-Chair to put together outline costings

- b. **RESOLVED** – The plan would be developed, with councillors agreeing to work from 2019 onwards in groups, under the following core headings:

- i. Communications and Community
- ii. Environment and Maintenance
- iii. Traffic and Transport
- iv. Finance and Administration

Each workstream will have its own action plan, and proposed working groups/formats and will identify any potential funding/grants/sponsorship or budget requirements. These will all be brought to full council for Resolution.

11. Down Meadow

Cllrs received the written report from Cllr Kenny, written in consultation with Simon Forester and the BWCRA. The report is available on line.

RESOLVED – Councillors accepted the report in full. Cllr Kenny will chair the next meeting then the portfolio will be managed by Cllrs Beeston and Elmslie.

Action – Cllr Kenny will set a date and chair the next steering group meeting.

12. Kipling Statue

Roger Daltry has kindly offered to unveil the statue, which has been completed and is being delivered mid-October. Cllr Moore is liaising with all the relevant parties for the statue's safe delivery. Andy Vater has kindly offered to install the statue for free, and Councillors expressed their thanks for this. It will be boxed after it is installed to protect it from the building works at Rectory Court. The unveiling date is yet to be confirmed.

13. Parish Events

- a. **Love Burwash and Lime Trees**

RESOLVED – To set the date for November 3. The Clerk will organise the required Risk Assessments. Cllr Moore will organise the activities on the High Street and Cllrs Franklin and Beeston will organise teams in Burwash Weald and Burwash Common.

RESOLVED – The Clerk to purchase a memorial plaque, border around the tree and flowers to be unveiled in memory of Cllr Jacky Nash on Love Burwash Day.

- b. **Battle's Over**

Councillors received a paper from the Clerk and Cllr Dixon outlining the activities already planned. The Clerk will carry out risk assessments for the beacon lighting events in the evening.

RESOLVED – to make the following virements to cover the costs for the 137 names of the Fallen to be printed onto perspex blocks - £500 from events, £150 from Newsletter, £150 from Councillors expenses.

14. Information for noting or including on a future agenda

Date of Next Meeting – 13th November 2018 in the Parish Room, Internet Resource