

Burwash Parish Council

Minutes of the Council Meeting

Held on the 13th September 2016, at 7.00pm in Parish Room (Internet Room), The Bear Car Park

Present

Chair – David Vereker, Vice-Chair – Cllr McBride, Cllr Dixon, Cllr Durrant,
Cllr Elmslie, Cllr Moore and Cllr Nash

1. Apologies for Absence

Apologies received from Cllr Caulkin, Cllr Crabtree, Cllr Jenner, Cllr Kenny and Cllr Pope

2. Disclosures of Interest

No declarations made.

3. Report from County and District Councillors

- a. From Cllr Barnes – Ongoing discussions with County regarding the safety of the junction of Shrub Lane and the A625. Issue with the pot holes in the area in particular the road collapsing outside Highfields. Temporary fix needs relooking. Parliamentary boundary complete. People have until the 05/12/16 to comment.
- b. From Cllr Kirby-Green – RDC by-election due on the 27/10/16

4. Accuracy of the minutes of the previous meeting

RESOLVED – minutes of the Council Meeting held on 09/08/16 as a correct record of the proceedings of the Parish Council.

5. Correspondence to the Clerk

- a. Next planning meeting 28/09/16 – applications and footpaths to be included
- b. Update from ESCC Highways with the list of objections sent out to all councillors. Clerk has written a letter for Cllr Durrant to check before sending. The Clerk has also invited Michael Higgs to next full council meeting in October.
- c. Update from Hastoe: piling to start mid-September delay was due to 'operational matters only [including the availability of the specialist contractors responsible for the foundation package]'.
Councillors will look into the offer.
- d. PCSO Report – Cllr Caulkin will add a page on website to update people. There has been a spate of car break ins recently.
- e. Lights sponsorship by County Home Improvements who have offered £100.00 sponsorship (if we apply) to buy another set of Christmas Lights for the High Street to fill the gap between Eddie Workman's house and Alma House next year.
Councillors will look into the offer.

6. Finance (standing item)

- a. Bank balances at 31/08/16 are £28,385.94 in current account and £10,662.50 in the savings account.
- b. **RESOLVED** – to approve the following payments. The voting was unanimous.

Payment Schedule	Cheque No.	Amount
Clerk Salary	102057	£751.48
Pet Waste	102058	£95.33
City Escapes	102059	£110.60

Viking Direct	102060	£165.94
City Escapes	102061	£110.60
HMRC	102062	£22.75
Book Token	102063	£10.00
Cartridge Save Toners	102064	£138.42
Clerk Expenses - Flag pole & phone	102065	£47.99
Clerks Networking Day 01/11/16	102066	£78.00
Planning Update 10/11/16 Battle	102067	£66.00

- c. Budget monitor was received; earmarked reserves are at £32,064.82; Vice-Chair checked and signed the bank reconciliations and balance sheet reports.

7. Councillor Portfolios

Councillors reviewed all the existing portfolios as at the AGM. Due to several new councillors joining the council the portfolios were confirmed as:

RESOLVED –

- a. That the following councillors to have the following portfolios:
- i. Buildings Maintenance – Cllr Moore
 - ii. Community Safety and PCSO/Police Liaison – Cllr Caulkin
 - iii. Downs Meadow – Cllr Elmslie
 - iv. Finance – Cllr Dixon
 - v. Highways (verges, pavements, footpaths and signage) – Cllr Jenner and Cllr Pope
 - vi. Housing – Cllr Moore
 - vii. Internet Resource – Cllr Elmslie
 - viii. Land and Property Managed by Rother – Cllr Durrant
 - ix. Management of Grit Bins – Cllr Pope
 - x. Neighbourhood Plan – Chair to be confirmed at next working group meeting
 - xi. Parish Events and Fetes (including Annual Assembly) – Cllr Nash
 - xii. Parish Maintenance – Cllr Durrant
 - xiii. Parking and Traffic – Cllr Crabtree and Cllr Durrant
 - xiv. Promotion of the Parish – Cllr McBride and Cllr Moore
 - xv. Speed Watch – Cllr Crabtree
 - xvi. Transport (including rail and bus services) – Cllr Pope
 - xvii. Tree Warden – Cllr Vereker
 - xviii. War Memorial – Cllr Vereker
 - xix. Website – Cllr Caulkin
 - xx. Young People – Cllr Crabtree
- b. Each councillor will write up a few words on their portfolio for the Clerk to use when updating the website.

8. Precept Review

The finance working group have reviewed a number of costs. 1st draft budget 2017/18 to be received in October 2016 meeting along with 6 month review.

RESOLVED – To send out the final quote from Came and Company to working finance group and if no other feedback to go ahead with quote from Hiscox which will be a saving of over £1,000.

9. Planning Policies

Councillors at full council were asked to review and discuss

- a. a request for review of approach to Change of Use applications
- b. the request from Sedlescombe Parish Council for Burwash to comment on application RR/2016/1837/P.

RESOLVED – Councillors felt that due to the absence of the Chairman of the Planning Committee these items should be deferred to Octobers meeting.

10. Solicitors for the Car Park

Councillors have received the papers and quotes from the solicitors. Councillors discussed the next steps and agreed the following:

RESOLVED

- a. That a smaller group consisting of Cllr Vereker, Cllr McBride and Cllr Durrant will put together some initial thoughts on 'Heads of Terms' and send out to all councillors for feedback.
- b. Once outline 'Heads of Terms' have been agreed the group along with the Clerk will meet with Rother to discuss.
- c. Councillors will instruct Ian Davison at Weller Law Group once the 'Heads of Terms' have been agreed with Rother to act on behalf of the Parish Council.

11. Feedback from Fetes

An overview of the feedback from the fetes was given. Positive attendance of the fetes with a number of residents attending the stands. Felt that next year it was not necessary to do any 'game' as this is not a draw as people generally wanted to talk to councillors.

RESOLVED

- a. Councillor Surgeries – Cllr Elmslie, McBride and Moore volunteered to do several sessions once every two months in the Parish Room, to see what the uptakes for these are like
- b. Dog Bin at Burwash Common Playing Field– It was stated that the BWCMF, the charity that runs the playing field, have decided they do not want a bin at the field.

12. Love Burwash

Several volunteers are keen to get involved but not as many as previous times. Main focus will be on the High Street with groups being sent the relevant safety instructions, which they must confirm they have read, before embarking on any activities on the day. Cllr Nash has done the risk assessment.

RESOLVED

- a. Resolve to spend money on bulbs and any necessary equipment of up to £80.
- b. To review the frequency of the Love Burwash days and maybe hold it once a year every March.

8. Date of Next Meeting – Burwash Parish Full Council 11/10/16 at 7.00pm at the Pavilion in Burwash Common.

9. Meeting closed at 8.20pm