

Burwash Parish Council – Minutes

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Date, Time & Location of Meeting	Tuesday 19 th May 2015 – 7:00pm The Parish Council Office, in the car park adjacent to The Bear, Burwash Annual General Meeting
Attendees	Cllr G Woodhouse Chairman (not standing for further office) Cllr I Jenner Cllr L Elmslie Cllr B McBride Cllr R Banks Cllr N Crabtree Cllr G Durrant Cllr S Moore Cllr J Nash Cllr P Pope Cllr N Cook and Cllr E Rowlinson . Cllr J Barnes County Councillor was also present.
Apologies for absence	Cllr D Vereker Cllr J Caulkin
Guests	3 members of the public were present. They were able to speak after the election of officers. Mr D Elmslie and Mr J Richardson noted the new names joining the Parish Council. Mr D Elmslie would like to see a little about each councillor on the website. Cllr J Barnes reported that there will be 3 years of cuts at E.S.C.C. The success of retaining the bus service, now number 31, must now be translated into use of that service. The mobile library service is being reduced and promoting the use of the bus for Heathfield library may make sure residents can use the library.



Item for discussion	Narrative	Resolution/Action
Election of Officers Election of Chairman and vice Chairman.	Three candidates were nominated ,one withdrew,and the voting by a show of hands declared Cllr N Cook as chairman. There were nominations for Vice Chairman. The voting by a show of hands declared Cllr D Vereker as vice-chairman. The members then considered the Planning Committee and agreed that Cllr I E Jenner be appointed chair and that all members will form the planning committee.	Cllr N Cook Chairman Cllr D Vereker Vice chairman Cllr I Jenner Chairman of planning

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<p>Disclosure of Interests</p> <p>signing of minutes</p>	<p>The Clerk reminded all members that any change to their disclosure of interests must be recorded. The register of interests and acceptance of office was signed by all councillors. The code of conduct, risk assessment for the Clerk and Standing orders had been sent to all members. The minutes of the meeting held on April 14th 2015 were unanimously agreed as a true record of the proceedings and signed accordingly.</p>	<p>The acceptance of office and register of interests were signed by all councillors present.</p>
<p>Cheques for payment</p>	<p>101875 Retirement from office £119.96 101876 The Flower House £90.00 101877 Cheque destroyed 101878 Battle Locks £29.50 101879 Rialtas £180.00 101880 Clerk salary and expenses 101881 Spy Alarms £253.00 101882 SALC £746.06 101883 Extra Digital £456.00 101884 AB Construction £1051.69 101885 SLCC £260.00 101886 City Escapes £518.60 101887 SLCC (book) £20.00 101888 Internal audit £167.79 101889 Dog Waste £48.00 101890 Viking Direct £116.11 101891 Annual Assembly £200.00 101892 St Bartholomew's £1250.00 101893 St Philips £500.00 101894 Christ the King £300.00 101895 CAB Bexhill £1000.00 101896 Village Hall £500.00 101897 Battle Community Bus £1000.00 101898 Brownies £600.00 101899 Swan Meadow £1500.00 101900 cheque destroyed 101901 BW&C playing Field £1500.00 The cheques were signed after the election by the retiring Chairman and Cllr P Pope.</p>	
<p>Correspondence</p>	<p>Training for new councillors had been distributed and the Clerk asked for those who wanted to attend to let her have the information. The membership for RALC has been received at the cost of £40 per year. It was resolved to join and Cllr L Elmslie will be the representative.</p>	<p>It was resolved to join RALC.</p>
<p>For Discussion and Resolution</p> <p>End of year finance</p>	<p>The Clerk (RFO) has prepared the accounts and they have been approved by internal auditor. Copies of the financial statement were circulated. The accounts were signed for the external auditor.</p>	<p>The end of year account statement was signed for the external auditor.</p>

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<p>Annual Assembly</p>	<p>Further information was requested and the Clerk will circulate an income and expenditure analysis and details of direct debits for electricity and telephone.</p> <p>The Annual assembly is on May 21st. The Clerk has prepared badges and a layout for the Assembly. Posters have been placed around the village. A discussion was had about the presentation from the chairman and opportunity to have questions and answers. Time tables for the buses , details of the proposed neighbourhood planning meeting in June, Burwash in Bloom and housing register forms will be on the Parish Council table.</p>	<p>The Clerk will circulate details of the income and expenditure for and direct debits.</p>
	<p>REVIEW OF RESPONSIBILITIES</p>	
	<p>Cllr N Cook highlighted some guidance for Cllrs to prepare for reports at meetings. All monthly reports should be kept brief and used to highlight issues or concerns. To ensure the council is provided with relevant information for discussion the structure for reporting each issue/concern should include:</p> <ol style="list-style-type: none"> 1. Brief description of issue 2. Who is (individuals/group(s)) associated with the issue 3. What, if any, action has already been taken/bodies/individuals consulted. 4. Current position and proposed next steps. <p>It was agreed the list of responsibilities would be reviewed after 3 months.</p> <p>Cllr N Cook Chairman asked, if possible, for members of the public to put their questions to either the Clerk or Councillor responsible before the meeting.</p> <p>A discussion took place and the following responsibilities were agreed.</p>	
<p>Finance The Clerk (RFO) Cllr E Rowlinson</p>		
<p>Public Transport Grit bins Cllr P Pope</p>		
<p>Liaison with Rother Cllr E Rowlinson</p>		

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Buildings and Maintenance Alarm and CCTV Cllr S Moore		
Parish Events and Fetes Cllr J Nash		
Land managed by Rother Cllr G Durrant		
Tree Warden TBC		
Housing and exception site. Cllr S Moore		
Parish Maintenance TBC	Cllr P Pope will assist the Councillor who takes this responsibility.	
Speed and Traffic including speed watch Cllr N Crabtree		
Young People Cllr N Crabtree		
Neighbourhood Plan Cllr N Cook		
Promotion of Parish Cllr B McBride		
Website Cllr N Cook with team assistance		
Internet resource Cllr L Elmslie		
Planning Cllr I Jenner		
Other business	<ul style="list-style-type: none"> • There is to be a meeting on June 27th starting the consultation for the Neighbourhood Plan at Etchingham, all members of the public are invited. • There is a Speed Watch meeting on June 15th in the Parish Office. • Cllr N Cook, Cllr D Vereker and Cllr E Rowlinson will be signatures at the bank. The Clerk gave the prepared forms to Cllr N Cook the Chairman. 	
Resolutions	<ol style="list-style-type: none"> 1. The cheques presented above are signed. 2. Burwash Parish Council will join RALC 	
	There being no other business the Meeting closed at 9.45pm.	