

Burwash Parish Council

Minutes of the Council Meeting

Held on the 8th December 2015, at 7.00pm in Parish Room (Internet Room),
The Bear car park

Present

Chairman – Cllr Cook, Vice-Chairman – Cllr Vereker, Cllr Banks, Cllr Caulkin, Cllr Crabtree, Cllr Elmslie,
Cllr Jenner, Cllr McBride, Cllr Nash, Cllr Pope, Cllr Rowlinson

1. Apologies for Absence

Apologies for absence, the reason for which had been lodged with the Clerk, were received from Cllr Moore.

2. Adjournment

- a. Cllr Barnes updated on the Boundary Review at County Level and boundaries are to stay the same. Cllr Barnes also said regarding the budget it is not clear yet what it is but an additional 2% can be raise if spent on older people services. There is also a big review on the existing library services.

3. Disclosures of Interest

No declarations made.

4. Accuracy of the minutes of the previous meeting

To approve the Draft Minutes of the Council Meeting held on 10/11/15 as a correct record of the proceedings.

RESOLVED – unanimously agreed that the Draft Minutes of the Council Meeting held on 10/11/15 be confirmed as being an accurate record of the meeting.

5. Finance (standing item)

- a. The Clerk reported on the bank balances at 31/11/15 as per the bank reconciliation.
 - i. BPC deposit account £35,327.11
 - ii. BPC current account £10,658.51
 - iii. Estimated total amount of funds minus unpaid checks resolved in point 5.b. £44,809.42
- b. **RESOLVED** – to approve the following payments. The voting was unanimous.

i.	HMRC	£313.60
ii.	SLCC	£50.50
iii.	Pet Waste	£48.00
iv.	Clerk Salary	
v.	Clerk Expenses	£25.00
vi.	City Escapes - Tree Removal Hornbeam	£276.00
vii.	SSALC - Reg onto CiLCA Programme	£320.00

6. Budget 2016/17 draft and General/Earmarked Reserves

Councillors given latest draft of 2016/17 budget subject to discussions around grants. RFO also showed reserves and general reserves to be as followed:

a. General Reserves

£20,444 as resolved 03/11/15

b. Earmarked Reserves – Each item has the amount and date resolved next to it:

i.	By-Election	£5,000	03/11/15
ii.	Speed Watch Expenditure	£795	07/07/15
iii.	Brown Signs and Parish Map	£2,500	03/11/15

iv. Fingerposts	TBC proposed £1,000	N/A
v. War Memorial	£1,000	03/11/15
vi. Neighbourhood Plan	£2,000	03/11/15
vii. Lottery Grant for Internet Room	£495.97	03/11/15
Total	£12,791	

- c. The Fingerposts need to have confirmed the full amount and any further works 2016/17

7. Parking on Pavements

Councillors to review the current issue highlighted by a member of the public.

RESOLVED for the Clerk to bring to the February meeting:

- a. Details and content for councillors for a website page for local residents on how to report this using Etchingham and other local Parishes as examples for content.
- d. Clerk to write a letter with PCSO Holter for local residents to tackle cars that are illegally parked
- e. Look into the prospect of setting up 'no parking zones' on the grass verges through possibility of planting trees on the verge to look into options with Highways Agency.

8. Ramp for Parish Office

Item was deferred to January meeting.

9. Parish Maintenance

Councillors are asked to review a number of items:

- f. **To adopt an annual Love Burwash and Parish Maintenance Approach**
- g. **RESOLVED** to adopt the proposed approach including hosting a Love Burwash day on the 19th March 2016 and 24th September 2016. Clerk will arrange the Strengthening Local Relationships meetings a month after these dates to ensure items highlighted from volunteers on the day have been followed up with Highways. Responsibility of all councillors to remain vigilant to community comments and issues within the Parish throughout the year.
- h. **Road between Glebe House and Meadowlands** – The Highways Agency have confirmed to replace 17 bollards and to fill in two kerbside potholes
- i. **Hedge Trimming**
RESOLVED to send out letters to the following houses regarding hedge cutting:
 - i. The Weald House
 - ii. Rivendell, Vicarage Road
 - iii. Camden Cottage, Vicarage Road
 - iv. Dudwell Farm
 - v. Burnt House Farm
 - vi. 1 Rosemary Gardens
- j. **Bench** – This item was deferred to next month.
- k. **Downs Meadow** – There is an area of soil next to a fence which has been there for many years and before the current occupier bought the property. The request was for the Parish Council to remove this area of soil around 16 metres.
RESOLVED that as this is a historical issue and the soil clearly has been there before the owner bought the property Councillors felt that management of the fence needs to be maintained by the owner of the house. The management of the soil in this case is not the responsibility of the Parish Council.
- l. **Downs Meadow** – Councillors to resolve spend on cutting overhanging trees.
RESOLVED as the trees pose a danger it was agreed for the cutting to take place and to get quotes for the work.

10. Standing Orders

Clerk has reviewed model Standing Orders with Councillors comments.

RESOLVED Councillors Banks, Jenner and McBride to work with the Clerk on the proposed Standing Orders using the existing ones and the NALCs model Standing Orders.

11. Financial Regulations

Financial Regulations have been worked through with the Finance Working Group.

RESOLVED to adopt the presented Financial Regulations in full.

12. Adoption of Policies

Councillors are asked to resolve to adopt the following policies:

- a. **Communications Policy** – Councillors wanted another month to review this policy. It was noted that emails communication should be considered when Councillors ‘reply all’ to keep email traffic at a reasonable level. It was also noted that comments for full council should be sent to the Clerk for the Clerk then to send out to all councillors and discussed at full council which the Clerk agreed was the correct process.
Cllr Elmslie left the meeting during the discussion of this point. Cllrs resolved to change the minutes to state Cllr Elmslie left after the discussion.
- b. **HR Policies – Grievance and Disciplinary** – Items 12 b. and 12c. were deferred to the following meeting.
- c. Complaints procedure

13. **Neighbourhood Plan Consultation** – Item was deferred for a future session

14. **Website Updating** – Item was deferred for a future session

15. **Community Hub Update** – Item was deferred for a future session

16. **Housing and Planning Updates** – Councillors have received at noted that:

- a. Due to additional works required means the site is now due for completion June 2016.
- b. The Parish Council met with Amicus Horizon to discuss their concerns with the Rectory Court application as outlined in the Planning Committee meeting 02/11/15 on the 23/11/15. Amicus agreed to give the Parish Council and the comments from Rother D/C further consideration and would meet with the Council again early 2016.

17. Precept

Closed Meeting to discuss the grants received. Cllr Durrant left the meeting at this point.

RESOLVED the following grants were agreed:

a) St. Barts	£1,250
b) St. Philips	£500
c) Christ the King	£300
d) CAB Bexhill	£750
e) Village Hall	£1,000
f) Burwash Weald /Common Playing Field	£1,500
g) Burwash Playing Field Association	£1,500
h) Battle Area Community Transport	£1,000
i) Rother Rural Trust	£250
j) Scouts	£500
k) Bonfire Society	£500
l) British Legion	£150

Items 17.a. were agreed by majority in full. It was also agreed to defer the request for £500 from the BWCRA until the January 2016 meeting to wait until they had heard how much funding they will receive from the British Heart Foundation for the defibrillator.

RESOLVED as a condition of receiving a grant recipients of the grants to:

- a. Keep a note of, and report back on how they have spent the money
- b. Acknowledge the Parish Council awarding the grant in their communications and/or any annual report to stakeholders and supporters

18. **Clerk's Hours** – Item deferred to January's meeting

19. **Date of Next Meeting** – 12th January – Full Council Meeting, 7.00pm in Burwash Parish Room