

Burwash Parish Council

Draft Minutes of the Parish Council

Held on the June 11, 2019 at 7.00pm in the Parish Room (Internet Resource). Please note previous minutes and meeting reports are available at: www.burwashparish.org.uk

Present

Chair: Cllr McBride MBE, Vice-Chair: Cllr S. Moore, Cllr Franklin, Cllr Kenny, Cllr Mann, Cllr Newson, Cllr O'Neill, Cllr Rees and Cllr Wraight

Minute taker: David Cowell in the Clerk's absence

Public Time

- a. Councillors were asked about the roadworks in Shrub Lane, scheduled for June 17-24th. Residents said they faced a six-mile diversion for the second time in recent months because Network UK contractors had opted not to install traffic lights or leave one lane of the carriageway open. Burwash Parish Council (BPC) agreed to contact East Sussex County Council (ESCC) Cllr John Barnes to seek his help to remedy the situation.
 - b. In relation to the Rother District Council (RDC) consultation on public car parking in Burwash, one resident welcomed the idea of a 23 hour limit to parking in The Bear car park. Noted that this would be discussed later in Full Council.
 - c. A representative from Burwash Common and Weald Resident Association (BCWRA) sought an update on Downs Meadow. The BCWRA felt that the current dispute over leylandii ownership should not delay implementing the management plan.
1. **Apologies for Absence** – received from Councillors Beeston, Caulkin, N.Moore and Newman
 2. **Disclosures of Interest** – None.
 3. **Report from County and District Councillors** – Apologies received from Cllr Eleanor Kirby-Green and Cllr John Barnes.
 4. **Accuracy of the minutes of the previous meetings**
RESOLVED – To accept as a correct record the minutes of the AGM held on May 14, 2019.
 5. **Information Items Arising** *(Note Councillors agreed to take this item before Correspondence)*
 - a. The Chair has written to the CEO of the National Trust seeking to arrange a meeting between local residents, BPC and Bateman's about the management of dilapidated buildings at Rye Green Farm.
 - b. Council expressed its thanks to Andy Vater for replacing the village sign at no charge.
 6. **Correspondence**
 - a. The local Police Community Support Officer (PCSO) said she would investigate reports of parents parking on yellow lines near Burwash School in the afternoons. Had also followed up reports about dangerous parking at the junction between Burwash High Street and Spring Lane. One vehicle was traced and words of advice given. The PCSO had also checked speed in Shrub Lane on May 28.
 - b. Wild flower signs have been installed at both ends of Willingford Lane.

- c. Offer from John Harmer, Ramblers local Footpath Secretary to give an update on Rights of Way.

RESOLVED: To accept this offer, and invite Mr Harmer to speak at a public session with Councillors

- d. Re a resident's query about access to The Bear Car Park, the Clerk reports: Owners of the adjacent property have proposed planting a mixed hedge in November. Owners said the current gate is for emergencies only and is locked and never used.

- e. Cards and a letter were received from former councillors Ijon Jenner, Peter Pope and David Vereker thanking Council for the gifts of inscribed crystal bowls to mark their long service and retirement from Burwash Parish Council (BPC).

RESOLVED: To seek their permission to display copies of the cards in the Internet Café.

- f. Cllr S.Moore reported on correspondence from a local resident suggesting that the tiled Burwash map on Burwash High Street be re-sited to improve its visibility. The resident has offered to meet the costs of the work.

RESOLVED: To begin exploratory work on the likely cost and practicalities of moving the map.

- g. Reply from a resident in Burwash Common advising he had engaged a boundary expert to advise on the status of the leylandii trees adjacent to his property, on BPC's land at Down Meadow. Cllr Kenny reported BPC was awaiting a report and ecological survey following a site visit on June 6.

RESOLVED: To await receipt of the ecological report before publication of BPC's management plan for Down Meadow, but to heed BCWRA's request not to allow this long-running dispute to delay action to protect the meadow. Cllr Kenny to continue to lead the working party on the management of the meadow.

- h. Chair reported contact with resident re the re-instatement of a white line in front of her house. Chair to discuss with Clerk and report back.
- i. Correspondence from The Outsiders Group about the successful implementation of a 20 mph speed limit in Bristol
- j. Contact with a local person who reports he is sleeping rough in a vehicle in the Bear car park, seeking help with housing. Chair had suggested local options including Rother District Council, Burwash Housing Association, Rectory Court, Old Orchard. The gentleman has registered as homeless.

7. Finance (standing item)

- a. The bank balance at 31/05/19 of £40,324.31 was noted
- b. **RESOLVED:** To approve the following payments:

Payment Schedule	Cheq No.	Total	
EDF	D/D	£59.00	
Pet Waste Solutions	S/O	£114.00	
Adam Watts	S/O	£15.00	
NEST May Payment	D/D	£98.12	Employee contributions £56.07 Employer £42.05
Jane Clarke	S/O		Clerk's Salary
Jane Clarke			Additional Salary paid by cheque

Clerk's Expenses		£1,744.60	Please see printed expenses form
HMRC		£247.93	£71.80 Employee Tax, £81.92 NI Employee Contribution, £94.21 Employer NI Contribution
Handy Person		£259.01	Painting remaining fingerpost, grass cutting, grit bins and work on the burwsh sign
Pet Waste Solutions		£29.00	Extra Payment
Viking Direct		£142.84	Already have credit on account this clears it down to £307.16
East Sussex Highways		£572.12	For Sinage Works for the brown signs

c. Members received and noted

- i. The Budget Monitor – No items to note
- ii. Statement of Earmarked Reserves of £36,751.40.
- iii. Bank reconciliations – Were at £0
- iv. Internet Café Income - £28.20

The Chair of Finance noted the large number of unpaid cheques.

RESOLVED: To be discussed with the Clerk on her return from annual leave.

It was noted that the Clerk has received confirmation that the audit papers have been received by the external auditors.

8. Neighbourhood Plan (Standing Item)

- a. Cllr S.Moore reported that the Draft Neighbourhood Plan had been published and a public consultation process initiated. Posters and leaflets widely distributed. Details of the Plan prominently displayed on the website. Two drop-in sessions were held at Burwash Common Pavilion and The Internet Café on June 8. Total attendance was over 70 residents but the number of comments received so far – at 41 – was disappointing. It was felt that BPC needed to target 300+ responses to demonstrate the community's engagement with the Plan in order to hold sway with the Planning Inspector and RDC. More leafletting and consultation sessions are planned.

9. Planning (Standing Item)

Cllr Newson reported that Robert Banks (RB) from the Burwash: Save Our Fields group had written to RDC asking it to reconsider its decision to deal with the appeal against the refusal of planning permission for Watercress Field, Strand Meadow by written submissions. Residents' groups and BPC are seeking a public hearing or inquiry. RB contacted local MP Huw Merriman who is to raise a question in Parliament about the transparency of planning appeals.

RESOLVED: BPC to write to Robert Banks and Huw Merriman to thank them for their efforts.

10. Feedback on the Parish Assembly and Councillor Planning session

Chair reported the Assembly on May 30 generated comments on a variety of issues - the state of the car park, Church lighting, Community Hub proposals, Internet Cafe room use and availability, the Bonfire event and the proposed 20 mph speed limit. Feedback on the new website at www.burwashparish.org.uk was positive. Village Hall Chair Shirley Viney reported raffle ticket sales for new windows of £140. The comments from the evening will be shared with the workstreams.

Following the workstream planning session, councillors confirmed the workstream coordinators as:

- Finance & Administration - Cllr Franklin, supported by Cllr Newson
- Environment & B Maintenance – Cllr Kenny, supported by Cllr Mann
- Communications and Community – Cllr S. Moore, supported by Cllr Caulkin
- Traffic & Transport – Cllr O’Neill, supported by Cllr Beeston

11. Car Park and Parking

- a. The Chair reported a setback in the long-running discussions with RDC on BPC taking control of two public car parks in Burwash. Council were reminded that the initiative for BPC to take over car parks originally came from RDC. A recent email from an RDC officer suggests that a long lease for the car parks is NOT being prepared, as was thought. Clarification is being sought by the Clerk.

RESOLVED: Chair and Vice-Chair to take next steps to achieve BPC policy in this matter.

- b. Councillors also discussed proposed consultation by RDC on all its car parks. See <http://www.rother.gov.uk/carparks2019>.

RESOLVED: BPC to seek explanation from RDC why it is consulting on the operation of Burwash Car Parks when it is negotiating to hand their control to BPC. We will also seek information on other rural car parks which are subject to the current consultations.

- c. Councillors were updated on discussions between Cllr Caulkin, a local resident and local police on proposals to amend BPC’s advice on considerate parking in the Parish. Councillors also discussed instances of bad parking and waiting practices around Burwash School.

RESOLVED:

- a. To amend BPC’s guidance on parking, setting out a three-level approach. Details to be posted at <https://burwashparish.org.uk/information/>
- b. To write to the school suggesting volunteer *parking marshals* outside the school.

12. Traffic Strategy

The Chair reported that following two more speed surveys at the west end of Burwash Village, Sussex Police say they would be willing to accept the principle of an extended 30 mph speed limit to replace the existing 40 mph limit. Sussex Police and RDC require additional measures to the west of Bateman’s Lane to reduce the average speeds to a level that is acceptable within a 30mph speed limit.

The extent of the 20mph speed limit into Shrub Lane is still to be defined and would be dictated by a suitable location to install the necessary speed limit signs. The 30mph speed limit in School Hill should be replaced with a 20mph speed limit. Ham Lane would be included within the 20mph limit to cover the section that is public highway.

RESOLVED: Subject to ESCC/Sussex Police approval of appropriate traffic management features to support these lower limits, the BPC will seek to:

- Replace the existing 30mph speed limit through the village with a 20mph speed limit
- End the 20mph speed limit/start of 30mph speed limit in the vicinity of St Anne’s Green
- Replace the existing 40mph speed limit with a 30mph speed limit
- Retain the 50mph speed limit to the west of Bateman’s Lane.

- e. The independent consultant will be asked to draw up draft proposals for the traffic calming measures.
- f. To hold initial consultations with main stakeholders - police, emergency services, bus operators, freight industry, residents' associations, the school and local businesses – on the draft proposals.
- g. Full public consultation, to include a letter drop and public meeting, will be held. The Council will liaise with the Outsiders Group to maximise community engagement.
- h. The Traffic and Transport workstream will review and update the BPC Traffic
- i. Strategy to include measures for Burwash Common and Burwash Weald.

13. Lime Trees and pavements in Burwash Village

Councillors discussed a report from Cllr Mann about the care of Lime trees in Burwash High Street. Adopters had been reminded by email about their undertakings to prune the trees and weed the area beneath. There had been a lack of action on some of the trees and a second email is to be sent out. Five trees are currently without adopters but there is a waiting list.

RESOLVED: To await a further report before deciding whether to formally review the Adopt-A-Lime-Tree scheme.

Cllr Mann also reported problems with weeds between the brick pavement pavements in Burwash Village and there was a discussion over the best way to treat the problem.

RESOLVED: To seek a contractor and obtain estimates to manually weed the brickwork.

14. Digital update

Following a brief presentation of the new BPC App, Council thanked David Cowell for his hard work on the project.

RESOLVED:

- a. To pay the supplier £540 to cover the first year of hosting, supporting and maintaining the new website and App. additional £40 will come from core funds.
- b. Councillors to give feedback to David Cowell prior to the App being launched in the first week of July, via publicity on the website, in village magazines and via a banner that will be purchased to promote the App and website.

15. Fire Safety Awareness Leaflet

Councillors reviewed proposals to produce a fire safety awareness leaflet for householders in the Parish. Our local fire station has funds to produce the leaflet free of charge.

RESOLVED: To produce a fire safety leaflet in partnership with the local Fire Station which also promotes the need for volunteers. Clerk to identify a suitable budget area for the c. £100 needed for Post Office distribution.

16. Areas of neglect in the Parish

Councillors reviewed a discussion paper – “Making Burwash Beautiful” – from Cllr S.Moore which identified buildings, hedgerows and boundaries, and facilities in the Parish which appeared to be suffering from neglect or poor maintenance.

RESOLVED:

- a. The Clerk to draft with Cllr S.Moore and send letters to the owners of Ashwood House, the Rose & Crown and Oakleys Garage seeking proposals for urgent remedial works.

- b. BPC's Environment and Maintenance Workstream to compile a list of other buildings which require attention and a list of land owners with boundaries which need maintenance and seek specific Parish Council approval to write to them.
- c. To open discussions with ESCC concerning replacement of tarmac areas in brick pavements and other improvements.

17. Handyperson Job List for June/July

Councillors agreed a list which included making safe the carpet in the Internet Café, repairing a broken chair, assisting with the re-erection of the village sign and installing two village maps. **RESOLVED:** To buy a spare battery for maintenance equipment at a cost of £60.

18. Information for noting or including on a future agenda

- a. A family had offered a 1910 map of Burwash to someone who might find it of interest. Cllr S.Moore to contact the family.
- b. Councillors noted that hedges in Hornbeam had not been cut. The Clerk will check the scope of BPC's hedge cutting contract and work with Cllr Rees to identify areas where work needed to be done.
- c. BPC Workstreams to meet in Burwash Common Pavilion at 11.00am on Friday, June 28
- d. HR Committee will meet before the workstream session, at 10.00am.

The meeting closed at 9.03 pm