

Burwash Parish Council

Minutes of the Annual General Meeting

Held on the 9th July 2019, at 7.00pm in the Parish Room (Internet Resource). Please note meeting reports are available at: <http://www.burwash.org/parish-council/meeting-reports.html>

Present

Chair Cllr McBride MBE, Vice-Chair – Cllr S. Moore, Cllr Caulkin,
Cllr Franklin, Cllr Kenny, Cllr N. Moore, Cllr Newson, Cllr Rees and Cllr Wraight

Public Time

- a. Cllrs were asked about road safety at the junction of Vicarage Lane and the A265 heading towards Burwash Village. The hedgerows have now become so overgrown you cannot see clearly. Asked if a mirror could be put opposite to improve visibility. Councillors confirmed they would ask Highways as they would need to approve.
- b. There is an old van and motorbike in the car park. Clerk will raise with PCSO to check if they are taxed and insured.
- c. Recycling bin is still tipped over in the car park. The Clerk confirmed she and Cllr Mann had emailed Rother to chase them about the issue.

1. Apologies for Absence

Apologies received and noted from – Cllr Beeston, Cllr Mann and Cllr Newman.

2. Chair's Remarks

Chair noted that this would be the final meeting of the current Clerk Jane Clarke. The Council thanked the Clerk for her four years at Burwash Parish Council.

3. Disclosures of Interest

No declarations made.

4. Report from County and District Councillor

- a. Rother District Council (RDC) Cllr Eleanor Kirby-Green gave the following updates:
 - i. Bins – The contractor Biffa has started. To date she had not received any complaints about missed bins and they seem to be using the same crew.
 - ii. Neighbourhood Plans – Crowhurst, Rye and Ticehurst plans have all been passed at full council. It was commented that each plan had found around an additional 20-30% housing than was required.
 - iii. Blackfriars in Battle – This has been an ongoing site for development for many years. RDC has been awarded £3 million from Homes England to build a road which was holding up the development of the site. Full Council agreed to a joint venture with a Registered Housing Provider Cllr Kirby-Green and Cllr Barnes suggested that RDC oversee
- b. County Councillor reported that ESCC are still looking at core funding. An underspend last year will contribute to the 20 million savings required in this year's budget.

5. Accuracy of the minutes of the previous meeting

RESOLVED – minutes of the Council Meetings held on:

- a. Full Council on the 11th June 2019 was a correct record of the meeting.

6. Information Items Arising

- a. **Internet Café (IC)** – The Chair raised several items to Council after an IC liaison group meeting and asked Council to confirm the following.

RESOLVED

- i. The Health and Safety training would be set for a date in September for the volunteers to attend as no dates have yet been given to the Clerk. The Clerk has confirmed the training would be an overview of health and safety in the workplace specific to the IC environment. Councillors will also be able to attend.
 - ii. The Clerk's colour laser printer has been swapped with the new printer into the IC over as the volunteers were unhappy with the new colour laser. Councillors confirmed that they would only provide inks to the laser printer (which has over one year's supply currently) and would not reimburse or buy new inks for the ink jet which is supposed to be a backup printer only.
 - iii. The Chair has written to the donor of the laptop she has used for setting up the website and thanked him for his kind donation and highlighted the benefit it has been to the Council.
 - iv. Councillors confirmed all bookings for any event outside the IC hours between 10am to 1pm Monday/Wednesday/Friday must go through the Clerk so there are no double bookings made.
- b. Letters to The Rose and Crown, Oakleys and Ashwood House** – The Clerk was unclear of the power Councillors wished to write to these properties. Councillors confirmed that they would use the same format requesting information similar to the letter written previously to Harvey and Son back in December 2017.

7. Correspondence to the Clerk

- a. Drop in session with the Police Community Support Officer (PCSO) in Burwash.
RESOLVED – Councillors agreed to support a session location to be confirmed with the PCSO. The Chair will be the main contact before a new Clerk is in place.
- b. Council has heard back from the National Trust (NT) about a meeting with the Parish Council and Residents.
RESOLVED – for Cllr Kenny to Chair the meeting and work with the Clerk to find a suitable meeting time and date. Key areas to explore are:
 - What emergency works will be taking place. The buildings are incredibly dangerous so will they consider taking them down.
 - If there is no funding to ask if the NT would consider a joint funding bid to regenerate the area, including the old pig sty, restoring the area back to a beautiful glen whilst improving the biodiversity of the site.
- c. Residents have raised concerns about the state of the grass verges down Beachwood Close and Hornbeam. The Clerk confirmed these were not areas transferred over to the Parish Council so would write to Cllr Barnes to confirm from ESCC who is responsible for these areas. The Clerk noted the cutting of grass verges across the County has been greatly reduced due to budget cuts.
- d. Residents have been in contact about the height of the hedges on the boundary of their properties and open space Hornbeam which is managed by the Parish Council.
RESOLVED – Councillors agreed for Cllr Rees to speak to residents concerned along the stretch of hedgerow to confirm they are happy for the Parish Council to cut the hedges and agree a height of the hedges to be cut and maintained at.

8. Finance (standing item)

Finance (standing item) for the Chair of Finance Committee to report on:

- a. The bank balances at 30/06/2019 £31,218.50

- b. **RESOLVED** – to approve the following payments. The Chairman signed the approved payment schedule.

Payment Schedule	Cheq No.	Amount	
EDF	D/D	£68.00	Monthly payments are being dropped to £38.00 from August onwards
Pet Waste Solutions	S/O	£114.00	
Adam Watts	S/O	£15.00	
NEST May Payment	D/D	N/A	
Jane Clarke	S/O		Clerk's Salary
The App Office	102443	£540.00	
Jane Clarke	102444		Additional Salary paid by cheque until S/O changed
Clerk's Expenses	102445	£167.23	Clerk expenses printing, postage, courier
HMRC	102446	£247.93	£71.80 Employee Tax, £81.92 NI Employee Contribution, £94.21 Employer NI Contribution
Handy Person	102447	£212.97	Installing NP posters and banner, grass cutting and strimming
Pet Waste Solutions	102448	£29.00	Extra Payment
Kingscourt Argicultural Services	102449	£132.00	Full cutting and flail of Down Meadow
Satswana	102450	£180.00	Data Protection Officer Fees
Surrey Hills Solicitor	102451	£120.00	Down Meadow Advice
Victoria Atkinson	102452	£97.83	Materials and installing plaque for Kipling Statue
Viking Direct	102453	£193.12	Lockable cabinet for IC and stationery for Council
Rother District Council	102454	£55.00	Rent for Parish Hut
Uniserve	102455	£177.84	Payment for One Drive and 13 emails for 3 months
Jane Clarke	102456	£11.95	Gas canister for swivel chair from IC

- c. Members are asked to receive and note the

- i. Budget Monitor – Most budget headings are in line with forecast expenditure there are two items to review:

- 1128 – Repairs – This refers to the work of the handy person and misc. repairs within the village. To date Council have asked the handy person to do more task than expected. We have also needed to replace the Burwash sign. Current expenditure to date is £769 with only £481 remaining.

RESOLVED – Councillors agreed Clerk's recommendation to allocate £1,000 from elections earmarked reserves to 'Repairs'.

- Neighbourhood Plan (NP) Monies – the funds in NP earmarked reserves have now been spent and are at £0. In the NP grant there is only £2,068 remaining with an outstanding invoice to pay the consultant of £2,100. All NP monies have been used or are allocated. It was indicated there is a requirement for additional funding up to £600.
- **RESOLVED** – Councillors agreed Clerk's recommendation to allocate £600 from elections earmarked reserves to NP earmarked funds.

- ii. Statement of Earmarked Reserves – Earmarked Reserves are now at £33,985.39 with expenditure in June = £2,766.01:

- £1,094.16 – NP earmarked funds on printing leaflets, posters etc.
- £171.85 – NP grant funds to cover cost of printing leaflets, posters etc
- £1,500 – Kipling Statue

iii. Bank Reconciliations – Are at £0 as they should be

d. Internet Café income for August - £24.05

9. Neighbourhood Plan (Standing Item)

Cllrs were given a verbal report. The consultation is still taking place now due to end on the 18/07/2019. Responses are being collated as they come in. The NP group asked for an Extraordinary General Meeting to be held in the last week of July. The Clerk confirmed the Chair of Council could call the meeting and put up/send out the summons for the EGM. The Clerk also suggested the NP group ensure all the minutes from the Steering Group and sub-group meetings are placed onto the NP website for transparency.

RESOLVED – For the Council to hold an EGM in the last week of July, date TBC.

10. Planning (Standing Item)

The Chair of Planning has asked the Clerk to contact Rother to see if they have any consultation timetable in place ready for the consultation of key core documents in autumn 2019.

a. Strand Meadow

It was noted that the Planning Inspector will be visiting the village on the 15/07/19.

11. Proposed Workstream Working Groups

Full Council reviewed the documents put together in the first meeting of all working groups. This meeting produced several documents to be accepted at Full Council.

RESOLVED – Full Council resolved each of the following items:

- a. That the working streams would be driven in the format of 'working groups' which would involve Cllrs and residents and each group would look at setting up participants best suited to the working group.
- b. The proposed general 'Terms of Reference' for the four groups – The Chair reconfirmed that the working groups had no power to make decisions but will bring reports to Full Council to formally resolve actions. The Clerk confirmed that updates could be given on existing agreed work plans however, changes to the plan would need additional agenda items. Regarding expenditure these require additional agenda items or detailed reports so it is always transparent to the public how funds are being allocated. There are two separate situations:
 - if there is already a budget heading or earmarked reserves the working group would still need to come to Council to identify how those funds would be spent for Full Council to agree.
 - If there is no funding in the current budget or earmarked reserves the working group would also need to identify where any new/additional funds would come from.
- c. The Clerk to source Councillor Training on Finance, Powers of Council and Planning.
- d. The Council to write to Burwash Common Pavilion to encourage providing Wi-Fi. Councillors also agreed that they would provide an annual fund of up to £150 towards providing WiFi at BC Pavilion. Funds would come out of General Administration.
- e. The report of the initial joint first session of the working groups.

- f. Not to have a full council meeting in August – mindful that there will be an EGM for the Neighbourhood Plan other items that would be on the agenda for that meeting included:
- Council and Councillor presence at the parish fetes in the village and at Burwash Common.
 - Any required expenditure for invoices received.

12. GDPR and Councillor Emails

Councillors received an update report from the Clerk. Most core actions in email and document management had been action. Key item to ensure that the new Clerk joins ICO as a data processor and registers the Council by December 2019. All minutes have been sent to The Keep but they would not take the other files.

RESOLVED – Councillors agreed that the remaining files would be sent to CDS Archiving in Goudhurst at an initial cost of £450 and an annual cost of £400 from 2020 onwards. The £450 for the 2019/20 was accepted on recommendation of the Clerk to be allocated from elections earmarked reserves.

13. Car Park

Councillors received a report from the Clerk and Chair on the current position from RDC and resolve the proposed 'Heads of Terms'. RDC have now asked the Council indicates what specifically they wanted changed within the lease. The Clerk has highlighted the current 'draft lease' is not fit for purpose for the Burwash Car Park. Ben Hook, Head of Service – Acquisitions, Transformations and Regeneration has promised a 10 working day turn around from the day they receive the new Heads of Terms.

RESOLVED – Council accepted the 11 bullet point list supplied in the report to be the new Heads of Terms to send to RDC.

RESOLVED – Councillors agreed to write to RDC asking why Burwash Car Park is part of the RDC (Off Street) Parking Places Order 2019 during ongoing discussion about devolvement of the car parks to the Parish Council.

14. Traffic Strategy and Speedwatch

Councillors were informed the proposed '20mph zone' for the village has been mapped out by GTA Civils and sent to Brian Banks at ESCC for approval.

RESOLVED – Once ESCC have confirmed they are happy with the proposed map Cllrs Mcbride and O'Neill would work out a consultation timetable to consult with residents and key stakeholders.

RESOLVED – To resolve to spend £70 on new High Vis Jackets and the Clerk to buy a set of rechargeable batteries and charger for the speedwatch units.

15. Rother Clerks Meeting

The Clerk gave a verbal update on two key matters.

- a. It was asked that all Parishes work together in Rother to support actions that will help to reduce traffic speeds in our Villages and Towns. The Clerk had raised the work the Burwash Parish Council has done. A Councillor workshop will be agreed for Aug/Sept time and the RALC meeting in October will focus on the issue of speeding.

RESOLVED – to support working with the other Parishes and to share the BPC Traffic Strategy Reports and the findings from GTA Civils.

- b. To write to Rother in relation to the CIL funding where Parish and Town Councils were not notified about the new infrastructure funding back in December 2018.

RESOLVED – for Council to write to Rother Officers outlining their grievance that Parish and Town Councils were not informed. Officers will also be asked to ensure that they hold back a substantial amount of the CIL funds so when Parish and Town Councils are able to bid there will be a significant amount of funding to bid for.

16. Departure of the Clerk

Councillors discussed a contingency plan post 25/07/19 after the Clerk's departure.

RESOLVED:

- a. The financial reporting and inputting arrangements would be carried out by the current Clerk for July. She would be paid until the end of the month to cover this time. After this a Locum Clerk with knowledge of using Rialtas would be employed.
- b. To work with SALC and appoint a Locum Clerk to work between 10 – 15 hours depending on the monthly work requirements. The Locum Clerk will be expected to carry out these hours in the Parish Office.
- c. The additional funds required to pay the locum clerk hours would come from 'Core Reserves' which will need to be built up again next year based on how much is spent in 2019/20.
- d. Management of the handyperson and contractors will be overseen by Cllr Franklin until a full time Clerk is in place.
- e. Access to One Drive and Council files will be given to the Chair in read only to be discussed with Uniserve to set up. The Locum Clerk will have full access to all files.
- f. The PO Box address will be directed to a collection mail box with a preference for this to be at Etchingham if they provide such a facility.
- g. The office phone number will be used 01435 884385. The current phone in the Internet Café will be removed so all calls are directed to the Parish Office only.
- h. Priorities for the Clerk hand over arrangements will be agreed with the Chair but priority will be a hand over crib sheet for the Locum Clerk.
- i. There will be no additional meetings of full council or any committees before the current Clerk leaves. The proposed EGM at the end of July will be administered by Councillors and the locum clerk.

17. Recruitment of the New Clerk

Council discussed the timetable for appointing a new Clerk:

RESOLVED:

- a. The core responsibilities of the Clerk will stay the same, the hours and pay will stay the same as the current Clerk.
- b. The process will be overseen by the HR Committee to put together a recruitment panel and timetable for notices going out, dates of interview and offering the appointment.

Meeting Closed at 9pm

Date of Next Meeting – 10/09/2019 – Please note the August meeting will not take place.