

DRAFT

Burwash Parish Council

Held on the 10th September 2019, at 7.00pm in the Burwash Weald and Common Pavilion. Please note meeting reports are available at: <http://www.burwashparish.org.uk/minutes-and-reports.html>

Present

Chair - Cllr S. Moore, Cllr Caulkin,
Cllr Franklin, Cllr Kenny, Cllr Newman, Cllr Newson, Cllr Rees and Cllr Wraight

Public Time

- a. Cllrs were asked about the Rye Green Farm buildings and advised the resident that The National Trust were having an internal meeting to discuss the matter.
- b. Willingford Lane. A resident spoke about the classification of the verges as wildflower verges, and the concern over the damage caused by lorries using the lane as a through route, directed by Sat Nav devices. It is not apparent to drivers when entering the lane that it is a single-track country lane. Some suggestions had been raised with Highways that signage was needed, but there was a discussion about the type of signage. Cllr. Franklin had contacted Brightling Parish as half of the lane was in their Parish. It was agreed that the Council would support the signage request. Clerk to write to Highways.
- c. A resident asked if there was to be a further 'Love Burwash Day' in the Autumn, but it was explained that this was best held in the Spring.
- d. The problem of bracken in the hedges was raised, causing the hedges to die and obscuring signage.

1. Apologies for Absence

Apologies received and noted from – Cllr McBride MBE, Cllr N. Moore, Cllr D. O'Neill

2. Disclosures of Interest

No declarations made.

3. Report from County and District Councillor

- a. County Cllr. Barnes reported on consultation into children's centres. There had been a funding review with extra resources promised, but it was only a '1 off' funding. The fairer funding review had been postponed until next year. He agreed that Willingford Lane had need of signage to indicate its single road with passing places status. He expressed concern about the planning application for an Incinerator at Court Lodge Farm but was advised that the Planning Committee had already objected to the application.
- b. District Cllr. Kirby-Green advised there was a Consultation into Parking enforcement, and to review all yellow lines.
- c. Cllr. Kirby-Green also agreed to chase RDC concerning the Car Park, which is a long outstanding matter.

4. Accuracy of the minutes of the previous meeting

RESOLVED – minutes of the Council Meetings held on:

- a. Full Council on 9th July 2019
- b. Planning Committees on 31st July 2019 and 20th August 2019
- c. Finance Committee on 15th August 2019
- d. HR Committee on 15th August 2019

Were all a correct record of the meetings.

5. Matters Arising from those Minutes.

Unfortunately, due to the uncertainty regarding the position of Clerk, the in-house ‘new’ Councillors courses have had to be postponed. It was agreed that new Councillors should be encouraged to attend courses.

6. Parish Councillor Vacancy.

The vacancies are being advertised; some interest has been shown. Cllr. Franklin to talk to Returning Officer.

Clerk’s Note: Cllr. Franklin has spoken to the Returning Officer - as the vacancy is still in the 14-day period when an elector may request an election, no applications may be considered.

7. Correspondence to the Clerk

- a. ESALC. The AGM date is 10th October 2019 and Cllr. Franklin agreed to attend.
- b. SALC – Bi-Annual meeting with Chief Constable. It was felt there were no current issues to raise
- c. Disabled car parking – Bear Car Park. It was agreed there was a problem with the disabled space at the end of the row from the Surgery, as the markings were faint. Cllr. Franklin to contact RDC, Cllr. Barnes to raise with RDC.

8. Finance (standing item)

The Chair of Finance Committee reported on:

- a. The bank balances at 30/08/18 were: Community Account £51,259.67, and Business Premium £23,770.44
- b. RESOLVED – To approve the following payments. The Chairman signed the approved payment schedule.

Date	Payee Name	Reference	Amount	Detail
01/09/2019	Pet Waste Solutions	DD0901	114.40	Dog bins
10/09/2019	Laurence Worton (Handypers	102466	101.27	Maintenance
10/09/2019	HMRC	102467	439.67	PAYE and NIC
10/09/2019	Rother Ass. Local Councils	102468	85.00	RALC Subscription
10/09/2019	Pet Waste Solutions	102469	28.60	Extra costs
10/09/2019	Pet Waste Solutions	102470	28.60	Extra dog waste collection
10/09/2019	Mrs Michelle Rumble	102471	84.49	Expenses - Sept.
10/09/2019	Mr. Steve Moore	102473	696.95	Councillors Reimbursement
10/09/2019	HMRC	102467(1)	-439.67	PAYE and NIC incorrect
10/09/2019	HMRC	102467	368.31	PAYE and NIC
10/09/2019	Mrs Michelle Rumble	102472		Salary & tax refund.

The breakdown of the payment to Cllr. S. Moore is as follows:

Neighbourhood Development Plan – 3 Payments to the Post	
Office for Mail Shots	£300.00
Installation Village Sign	£ 90.00
Assembly 2 maps and fitting in bus shelter	£ 30.00
Plywood sheet for maps	£ 36.95

Lettering on 20 bricks by Yew Tree Stone by Kipling Statue	<u>£240.00</u>
Total	£696.95

- c. Members have received and noted the Income and Expenditure Report, Statement of Earmarked Reserves, Bank reconciliations. Adjustments to be made on Income and Expenditure against Budget – Finance Committee to discuss Budget allocation.
- d. Internet Café income for September - £32.95.
- e. Insurance. Cllr. Newson had received a cheaper quote for the Insurance, but it was discovered that the existing Insurance had been taken out over 3 years, and there were still 2 years to go. Cllr. Newson agreed to further investigate the matter of insurance. It was RESOLVED that the decision on Insurance would be delegated to the Finance Committee, as a decision needed to be made by 1st October 2019.

9. Finance and Administration Workstream

- a. Internet Banking. Cllr. S. Moore questioned the transparency of Internet Banking, but it was agreed it was a more sensible way of banking than using cheques. The Finance Committee was requested to check compliance with the Financial Regulations. Both the County Councillor and the District Councillor advised that most Councils in the area have now adopted Internet Banking. The Finance Committee was requested to obtain the necessary documentation.
- b. Financial Regulations. Cllr. Newson had amended the Financial Regulations 2019 to be more in line with the needs of Burwash Parish. RESOLVED it was agreed to adopt the Regulations, but that any amended limits would have to be considered by the full Council.
- c. Clerks Contract. Cllr. Franklin had amended the draft contract from NALC, and it was agreed that this amended contract should be considered by the HR Committee. The HR Committee should interview the applicants for the post of Administrative Officer, and the HR Committee was delegated to appoint the successful applicant. The closing date for applications is 17th September 2019.
- d. Clerks Pay – outsourcing. Cllr. Franklin stated that the Clerks pay has always been outsourced at a cost of £15.00 per month per person, but the system of using HRMC's free online basic PAYE tool could be used. In this event, it was agreed that a more transparent system of authorising the pay would be required. The Chair, as the Clerk's line manager, should authorise.
- e. Grants Policy – Review. An in-depth review was carried out by Cllr. Newman and it was RESOLVED to accept the revised process. It was RESOLVED that any Grants received, should be publicly acknowledged.
- f. Safety Training – Internet Café, 25th September 2019. Unfortunately, this training has had to be cancelled as there was insufficient notice for the people involved.

10. Neighbourhood Plan (Standing Item)

- a. The Consultation had been concluded with 529 responses received from the local Community, and 10 received from Statutory bodies. 501 had been in favour, and 13 against. RDC had stated there was still a need for the Parish to meet the Housing Target of 52 units.
County Cllr. Barnes advised that the Watercress Fields/Strand Meadow site still legally provided outline planning for 30 houses, although it was unlikely that these could ever be taken up. A further meeting between RDC and the NDP Steering Group is being held.

11. Planning (Standing Item)

- a. Cllr. Rees advised that there would be a visit to the site at Higher Nature at the request of the owner. There would also be a visit to the proposed development at Court Lodge Farm.

12. Community and Communications Workstream

- a. The report from Cllr. McBride on the Draft Communications Plan was considered. RESOLVED that the Communications Plan should be adopted.
- b. Welcome Plan. Cllr. Newman proposed that the letter providing information on Burwash for new residents, should become an e-Bulletin, part of the website, with links to items of interest. This would remove the need for re-printing, as the website could be updated to provide the latest information. RESOLVED that this approach should be adopted.
- c. Parish Council Rep – Village Hall. It was agreed that Cllr. Wraight would be the Parish Council representative to the Village Hall Committee.
- d. Burwash Fete. It was agreed that it was unfortunate that Burwash Parish Council did not have a stall at the Burwash Fete, and that the members of the Council should ensure that the Council is represented in the future. However, the Council was represented at the Burwash Common & Weald Fete, and there was a good turn out there.
- e. There was a good level of interest in the new role of Administrative Officer, interviews should be concluded by early October.
- f. Liaison with adjoining Parish Councils. The report from Cllr. Wraight was considered and RESOLVED that when appointed, the new Administrative Officer should form links with other Councils to discuss best practice, with initial contacts being between the respective Chairs.
- g. Community Knitting Project – Cllr. Wraight also requested funding for a Community Knitting Project. Cllr. Franklin advised that this could come through a grant request and it was RESOLVED to support this grant application.

13. Environment and Maintenance Workstream.

- a. Handyman Jobs. There are no new jobs, but there should be work resulting from the Neighbourhood Plan consultation. It was agreed that we pay the next year's handyman's Public Liability Insurance of £186 pa.
- b. The item on Lime Trees was deferred until the next meeting.
- c. Overflowing Recycling bins. The Clerk was directed to write to RDC concerning this.
- d. Willingford Lane. It was agreed that the Clerk would write to Highways, requesting the appropriate signs be fitted in support of local residents.
- e. Down Meadow. It was RESOLVED that Cllr. Kenney would write to the person who claimed ownership of the Leylandii, and once again request documentation to support his claim. If this was not forthcoming, then the trees would be removed, and a natural hedge planted to replace them.

14. Traffic and Transport Workstream.

- a. 20mph speed limit. This is being progressed by Cllrs. McBride and O'Neill. A Public Consultation meeting has been arranged for Saturday 5th October from 2.30pm to 4.30pm in Burwash Village Hall.
- b. Feasibility study – footpath Burwash and Burwash Weald. It was resolved to spend £500.00 on a Highways Feasibility Study, completed by Cllr. Franklin.

15. BT Phone Box Adoption Scheme.

It was RESOLVED that the Council would adopt the red Phone Box on the corner of Highcliffe, cost £1.00, and that we would object to the removal of the box by the Wheel, with a fallback position of adopting it.

Meeting Closed at 9.10pm

Date of Next Meeting – Tuesday, 8th October 2019 at 7pm, Burwash Weald & Common Pavilion.