

DRAFT

Burwash Parish Council

Minutes of the Meeting

Held on the 12th November 2019, at 7.00pm in the Pavilion, Burwash Common & Weald Playing Field.

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 N. Moore, Cllr Newman, Cllr Newson, Cllr D. O'Neill, Cllr Wraight

Public Time

There were 12 members of the public attending.

Mr Pope queried whether action had been taken on points raised at the October meeting:

- a. Main Car Park – The hedging by the new house - Investigations still proceeding
- b. Hedge cutting – The Clerk to contact Highways re any still remaining
- c. The drains have been cleared and are due for clearing again.
- d. Footpath signs at Footpath 61 had already been reported.
- e. Problems re salt bins had been reported.

Mr. D. George spoke re Down Meadow. He said that the expert opinion on the boundary and Leylandii issue at Down Meadow had been sent to the Council, he believed proving his case. Cllr. S. Moore stated that the Council needed to take further advice on the legalities in the letter, as it was important to the Community that the Council should take the correct path. Cllr. Franklin suggested that the Leylandii could be replaced with an ecologically friendly hedge. There was further discussion over whether the Leylandii cast shade over other properties, Cllr. Kenny had photos proving the shade existed. Cllr. S. Moore then stated that the Council would take further legal advice, reserving the right to cut down the trees.

Mr. Pope said there was an abandoned car by the gap in the hedging at the Bear Car Park. Cllr. Barnes said he would take it up with Rother.

Mrs. Caulkin spoke about the Lime Trees and asked if the Council could set a date for the trees to be maintained, so that they looked their best at Easter. Cllr. S. Moore responded that on advice from ESCC the trees were now pollarded later. Mrs. Caulkin also spoke about the shop in the High Street that was empty now Freeman & Foreman had vacated the premises and suggested it could be a good opportunity.

Cllr. S. Moore then welcomed the Administrator, Rachel Guernier, to the meeting.

1. Apologies for Absence

Apologies received and noted from Cllr McBride MBE, Cllr Rees and District Cllr. Kirby-Green.

2. Disclosures of Interest

Cllr. Franklin declared an interest re Oakleys Garage.

3. Report from County and District Councillor.

Cllr. Barnes spoke about the training available for Councils and suggested he could be contacted for information. He spoke about '1 of' funding, suggested that although County was still technically into surplus, funding would be difficult in the next Financial Year. He confirmed that the whole of the A265 from Burwash to Etchingam was included in the current repair schedule. Rother had just determined that that the 23-hour rule was being applied to all the car parks, to prevent overnight occupation. Cllr. Barnes was not in favour of

this and suggested that it was a strong point to consider in the forthcoming hand over of the car park. County were aiming to handover the responsibility for grass cutting as part of their financial problems, however it did mean that Parishes could choose their grass cutting schedules. Cllr. Kenny mentioned the possibility of sharing machinery as part of the collaboration in 'Wild About Burwash', which Cllr. Barnes supported.

Cllr. O'Neill suggested that the 23-hour rule in car parks would not apply once Burwash had taken over responsibility for them.

4. To Approve the Minutes of the following Meetings:

RESOLVED – minutes of the Council Meetings held on:

Full Parish Meeting on 8/10/19 – signed by Chair

Planning Meeting held on 22/10/19 – signed by Cllr. N. Moore

Finance Meeting held on 21/10/19 – signed by Cllr. Franklin.

-were all correct records of the meetings.

5. Parish Councillor Vacancy.

The Clerk confirmed that the Council now had another applicant for the vacancy on the Council. The two applicants are: Colin Chapman and Theresa Fox. The Chair put it to the vote and there were no dissenters.

RESOLVED – Both the applicants would be welcomed at the next meeting and would be co-opted to the Council, once the necessary formalities had been completed.

6. Correspondence to the Clerk

- a. 'Power for People Community Energy Campaign'. It was not considered appropriate for the Council to support this at this time.
- b. The Council were concerned about the problems a resident was experiencing with the new double yellow lines across the access to her drive which did not seem to prevent delivery vans in particular parking there and obstructing it. Cllr. S. Moore advised he would raise the matter during his planned meeting with Highways on Friday.
- c. 'What3words'. The Clerk advised it was a new worldwide method of finding, sharing and navigating to a precise location, particularly useful in an emergency, as it is used by the Emergency Services. There is an app, showing a 3m x 3m grid – however of course a mobile signal is essential.
- d. 'General Election Resources'. NALC had released a briefing regarding the forthcoming General Election, indicating that after Parliament had been dissolved, Council members should bear in mind that MP's were no longer Members of Parliament.
- e. Sussex Lund 2020 Grants Launch. This access to funding is particularly important to organisations such as Wild About Burwash and areas such as Down Meadow, involved in ecological maintenance of our green areas.

7. Finance (standing item)

The Chair of Finance Committee reported on:

- a. The Bank Balances as at 31/10/19 were: Current - £44,964.93 Savings – unchanged at £23,782.29.
- b. Members have received and noted the Statutory Balance Sheet and Income and Expenditure Report, Bank reconciliation.
- c. Internet Café donations for October - £27.00
- d. Jobs for the Council's Handyperson – No further jobs at the moment, he has started to repaint the bollards, but is waiting for dry weather.
- e. **RESOLVED:** The following payments schedule has been approved:

Payments Schedule -	DD/SO/	INV,	Net	VAT	Gross	Details	
12th November 2019	CHQ/IB	Date					
EDF	DD	1/11	38.00		38.00		
Pet Waste Solutions	SO	1/11	95.33	19.07	114.40		
R. Guernier	IB 001	29/10				Salary (Personal)	
Battle T/ Council Planning	102485	16/10	30.00		30.00	Planning Training NM/IF	
St Bartholomews PCC	102486	21/10	50.00		50.00	Christmas Tree Festival	
Mrs Donna Moles	102487	21/10	1050.00		1,050.00	Replacement chq -	
BT	102488	12/11	1.00		1.00	Phonebox	
Burwash Village Hall	102489	5/10	33.00		33.00	Hire Hall 5/10	
Knitting Project	IB 012	12/11	50.00		50.00	Donation Knitting Project	
RBL Poppy Appeal	102490	12/11	150.00		150.00	Wreaths	
Direct Fire Protection	IB 002	7/11	65.14	13.02	78.16	Service fire extinguisher	
Laurence Worton		1/6	22.50			Extra to June invoice	
Laurence Worton	IB 003	1/11	107.91		130.41	Grass cut, repair carpet	
Adam Watts	IB 004	24/10	180.00		180.00	Payroll Services	
Uniserve		22/10	145.00	29.00		Office 365 Training	
Uniserve	IB 005		781.00	156.20	1,111.20	Laptop, phone etc	
Rother DC	IB 006	23/9	55.00		55.00	Rent Hut	
Rother DC	IB 007	20/9	198.35		198.35	Costs uncount'd election	
Tim Russell Electrical	IB 008	19/8	75.00	15.00	90.00	PAT Testing I/Café	
S. Payne	102491	12/10	260.00		260.00	Kipling statue - re bricks	
S. Franklin ***	IB 009		10.00		10.00	Carphone W/house - sir	
Pet Waste Solutions	IB 010	4/11	23.83	4.77	28.60	Extra bin	
Authentic Reclamation	102492	12/11	250.00	50.00	300.00	Pavers	
			4211.06	287.06	4,498.12	4,498.12	
Advance Approval							
Parish Online mapping					42.00	Yrs subscription	
Direct Fire Protection					240.00	Replace extinguishers	
Matthew Richmond					250.39	Replacement Xmas light	
Stationery order					86.32	Viking	
Sylvie Franklin ***	IB 009				tbc	Salary 10/9 - 30/10 -	
						hrs to 30/9	44
						hrs to 31/10	70
						hrs to 30/11	tbc
Rachel Guernier	IB 011				tbc	Salary November	
Income Received from Internet Café			27.00				

Note: Cheque for Mrs Donna Moles was originally incorrectly payable to Moles Consultancy and had been cancelled.

f. Budget for Year 2020/21.

Cllr. Franklin advised a provisional Budget for Year 2020/21 had been drawn up, with increased staffing costs and traffic calming allowances. At present the precept is showing a figure of £88,000, a proposed increase of £23,000 over this year. However, the Budget proposal is not finite and requires more work by the Budget Committee.

- g. Grants and Donations 2020/21. Some Grant Applications had been received but more were expected, and organisations were encouraged to send the applications in as soon as possible to aid the Council with its Budget planning.
- h. Staff Payroll. The Council members agreed that the Payroll should become 'in-house', using the HMRC online PAYE tool, subject to the following:

The Chair of the Council should agree and sign off the hours each month worked by the Clerk and Administrator.

The Chair of the Council should agree and sign off monthly a screenshot of the calculations.

The Council Risk Assessment document would require to be updated.

The Chair requested that Adam Watts who had handled Payroll until now should be thanked for his services.

RESOLVED Payroll will be handled 'in-house' with immediate effect – as the Clerk has not yet received any pay, this will date back to September.

8. Finance and Administration Workstream

- a. The Council Risk Assessment document needs to be updated for Internet Banking and Payroll 'in-house'. Cllr. Franklin has provisionally amended it - this will be considered by the Finance Committee. The problem of backing up data was considered – 2nd Cloud or External Hard Drives? Cllr. Franklin agreed to contact SALC for advice.
- b. Online Mapping Training. Cllr. Franklin had attended a training session on Online Mapping and considered it could be very useful. However, the Council needed to subscribe before it could be used, and the subscription costs were in the current Payment Schedule.

RESOLVE To Pay the Subscription costs of the Online Mapping.

- c. Spare laptop/desktop in Internet Café. These had been inspected and were deemed to be too old/out of date for regular use and of no value but could be used in an emergency.
- d. ESALC Conference. Cllr. Franklin attended the AGM and there were presentations from Head of ESCC, and a communications company. The Assistant Chief Constable had advised that a PCSO had been allocated to each area after a recruitment drive.
- e. GDPR Compliance. Cllr. Franklin stressed that each Councillor should follow the Guidelines, which had been circulated.
- f. Parish Offices Refurbishment. The members considered the planned purchase of furniture, and the update from Cllr. McBride, but not all the quotes had been received. Cllr. S. Moore advised he had a spare door, quite new, which could be used during the refurbishment. A meeting had been held with the volunteers from the Internet Café and it had been agreed that the Scout Hut could be a temporary Internet Café during the refurb. A shed would also be required to house the lawnmower and similar garden machinery, but the allotment holders would need to be consulted as to where it should be sited.
- g. Councillor training on Outlook and OneDrive. This had been postponed, and the Councillors would be advised of alternative dates.
- h. Fire Extinguishers in Parish Offices. These had been assessed by an engineer during a recent check as needing replacement as they were 10 years old.

RESOLVED. New fire extinguishers should be purchased.

- Contract of Employment for Administrator. The contract had been given to the Administrator and she confirmed she was satisfied with it.

9. Neighbourhood Plan (Standing Item)

Cllr. N. Moore advised there was disagreement with Rother over the issue of development sites, and that the sites for 52 houses were not identified in the Plan.

Correspondence had been received from Rother, which did not seem to agree with what had been understood from the previous meeting. It was agreed that the Steering Group would reconvene and consider the three options.

10. Planning (Standing Item)

- a. Swan Meadow. The problem of the hoardings had now become less important as there are new developments from Park Lane. The Council had received emails from an architect who had been retained to draw up new designs for the development at Swan Meadow. The architect had been invited to present his proposals to a Planning Meeting on 26th November at 6.30pm, at which Cllr. N. Moore hoped that the proposals would form the only item on the Agenda. The architect had been warned that the planning meetings are open to the public, but that this meeting would not constitute a Public Consultation.
The problem of the intrusive hoardings would continue to be raised, but Mark Bright from Planning Enforcement at Rother, when responding to the letter from the residents, had reconfirmed that Rother did not consider it to be an Enforcement matter.
- b. Planning Training, Battle. Cllr. N. Moore and Cllr. Rees had attended a very informative Planning training afternoon at Battle and copies of the slides, with questions and answers, received from the organiser had been distributed to the Councillors.
- c. Oakleys Garage. It was agreed that the garage is an eyesore, and Cllr. S. Moore advised he would arrange a meeting with the owner to discuss this. It was suggested that, whilst the sales negotiations are proceeding, the Council could perhaps take measures to enhance the site for the benefit of the village.

11. Community and Communications Workstream

- a. The Welcome document. This is now live, and letters are being sent to all new residents.
- b. Remembrance Sunday/Armistice Day. Cllr. O'Neill represented the Council at the service at St. Bartholomew's and gave an address of thanks to all who took part in the parade. Cllr. Franklin represented the Council at St. Philips and was asked to carry the Union Flag and give the Exhortation.
- c. Christmas Festive arrangements. The Christmas lights are due to be hung on the Lime Trees on Saturday 16th November, weather permitting, by Mr and Mrs Richmond. As it will not be known until the day whether all the lights are in working order, the Council has authorised in advance the purchase of a replacement string, should it be necessary.
- d. E-Bulletin. Burwash is setting up a communication system similar to that of Etchingam, as a means of enabling residents to, for example, advertise local events, appeal for information for a recommendation for a plumber, find lost dogs, local bargains and things for sale or to swap, using a system called Mailchimp. The Council is grateful to Halina Keep for volunteering to set up and maintain the e-Bulletin and to Nicky Menzies from Etchingam for enabling us to 'borrow' her idea, and the Clerk was asked to write to Halina Keep expressing their thanks.

RESOLVED To pay the Mailchimp charges of £48 for the remainder of this year, and to include £144 in the Budget for year 2020/21.

- e. Tourism.
 - Kipling Statue. The Council has received a cheque for £490 from Vicki Atkinson, the sculptor of the statue as the proceeds from the sale of a second bust made from the original mould of the statue, and bricks engraved with key Kipling names or works have been installed around the statue.
 - Burwash Village Map. 1500 paper copies have been produced; they are for sale for £1.00 in the Flower Shop, the Old Nursery Café & Shop and the Butchers and hopefully soon in the General Store. Some B & B providers including the Rose & Crown have purchased batches which they will give to people who stay, the Bear is considering this. They are

available for donations of £1.00 at Batemans, due to their rules. To date, a total of £141.00 has been received for the maps, and additional revenue from advertising in the maps.

- Shops Project.

It is proposed to place Blue plaques inside windows of residences, to signify the location and historic usage, eg previously shops, pubs, b&b's etc. Individual property owners will be approached to see if they wish to have a plaque, and when the paper version of the Village Map is next reprinted, it's proposed to add this trail.

- Ceramic Map.

It has been decided not to move the Ceramic map, as now the hoardings have been removed from the Old Rectory site, there is an improved site line to the Statue. In addition, the move would put the children's tiles at risk, so the ceramic tiles that had been removed, were cleaned and repaired, then replaced.

- Community Knitting Project.

Over 20 people are now involved, with more planning to be involved. Wool has been purchased with the grant from BPC and many triangles have already been made. It's hoped to hold sessions at The Wheel in order to include people from the Weald and Common. It looks like being another successful Community project.

RESOLVED To include £400 in the budget for 2020/21 for the Shops Project, and to agree that the Ceramic Map should not be moved.

12. Environment and Maintenance Workstream.

- a. Down Meadow. The Chair stated again that a conclusion with the Leylandii could not be reached until the Legal Opinion sent in by Mr. D. George had been considered by the Council's Legal Adviser. Cllr. Kenny spoke about the Plan for Down Meadow to maintain its Nature Reserve status, and to encourage a wildflower meadow, using yellow rattle seed, creating log piles, creating reptile hibernacula and putting up bat boxes.
- b. Lime Trees. The maintenance of the Lime Trees would be fully considered in December.
- c. Rye Green Barns. Cllr. Kenny advised it had been a productive meeting with Karen Stafford and Jo Barnes from the National Trust, Robert Banks, Cllr. Eleanor Kirby-Green and Cllr. John Barnes and that they had decided to communicate and consult better. The decision had been taken to demolish the Dutch Barn and take down the other barn to the bricks, about waist high. The concrete pad would be removed.
- d. Wild About Burwash. The Group had been set up with its own Constitution and Bank Account. It had been decided that the Group would operate better separate from the Parish Council as it would be able to operate more quickly and be more flexible. They had had meetings with other groups from the surrounding areas with the same aims and were considering pooling their resources; they would then have greater resources and could perhaps purchase machinery to use jointly.
- e. Pavers. Cllr. S. Moore spoke of the project to seek listed status for the village pavements, and the four areas where over the years the pavers had worn or been damaged and not replaced. In order to gain the listed status, these areas would need to have the pavers replaced with original. A meeting had been arranged with ESCC on 21st November, to discuss: the possibility of transferring the existing budgets to the Parish Council, continued inclusion within ESCC insurance for falls and trips etc, inclusion of the requirement for utilities to retain and reuse the pavers when they dig them up, ability to use our own contractors to carry out the reinstatement and to upkeep the pavers. It is intended to try and replace the pavers in three of the four areas. It was agreed at the last Finance Committee meeting to include £750.00 in the 2020/21 Budget. It is also intended to look for grant funding to assist with the overall costs and to also see if the owners for the properties next to these areas would be prepared to make a contribution. In the fourth area, Optivo

have now started to replace the pavers, as previously agreed, but the work needs to be monitored. The original pavers are being sourced from the surrounding reclamation yards. Cllr. S. Moore has been advised that Authentic Reclamation at Ticehurst has pavers and are keeping them for Burwash.

RESOLVE. To obtain the 200 pavers from Authentic Reclamation totalling £250 plus VAT from the 2019/20 budget.

Concern was expressed about how slippery the pavers are when wet with leaves in the Autumn, and Cllr. Kenny offered to try and get volunteers from Wild about Burwash to help clear the leaves. Cllr. Franklin advised that Highways had advised him that the slippery pavements were the responsibility of Rother DC.

13. Traffic and Transport Workstream.

- a. 20mph and Traffic Calming. Cllr. O'Neill advised Cllr. McBride had been in touch with Brian Banks and was still awaiting a response. A schedule of costings is required.
- b. Willingford Lane – the Council were still awaiting a response from Highways regarding the 'Narrow Lane' sign required. The Clerk requested Cllr. S. Moore to mention the sign during his meeting with Highways on 22nd November. The Clerk will request Cllr. Barnes to raise the matter at the next Cabinet meeting.
- c. Bear Car Park. Still no response from Rother.

14. BT Phone Boxes adoption Scheme

The Council has received the contract from BT for the Phone Box at Highfields and this will be signed and returned together with the fee of £1.00. The Parish Council now welcomes suggestions from residents on how we can use this new asset to the community. The Phone Box needs repainting, and one quote for £240.00 has been received, more quotes will be sought.

The Phone Box by The Wheel is still being retained by BT as a working Phone Box, but this is dependant on the phone in the box being regularly used. As this a poor mobile signal area, the phone box is vital, particularly with the frequent power cuts.

There being no other business, the meeting was closed at 9.15pm

Date of Next Meeting – Tuesday, 10th December, 7pm in the Parish Room (Internet Café), Bear Car Park.