

DRAFT

Burwash Parish Council

Minutes of the Meeting

Held on the 10th December 2019, at 7.00pm in the Parish Room, the Bear Car Park, Burwash.

Please note meeting reports are available at: <http://www.burwashparish.org.uk/minutes-and-reports.html>

Present: Chair– Cllr. B. McBride MBE, Cllr. R. Franklin, Cllr. N. Moore, Cllr. B. Newman, Cllr. A. Newson, Cllr. D. O'Neill, Cllr. B. Wraight.

Public Time: Members of the Public queried:

1. The gap in the hedge still remains in the Car Park, also the abandoned van.
2. A grit bin is required at Highfields – The Clerk is to resolve both these issues.
3. The wet leaves are making the pavers very slippery. The Chair advised that the problem is under review.

Item 5 – Order of Agenda rearranged - The Chair, Cllr. McBride, then welcomed the two new Councillors: Cllr. Theresa Fox and Cllr. Colin Chapman, and the members of the Council introduced themselves. Cllr. Fox and Cllr. Chapman duly signed the Declaration of Acceptance of Office forms, the other forms (Register of Member's Interests and Councillor Consent Forms) to be completed later.

1. Apologies for Absence

Apologies were received from Cllr. S. Moore (business), Cllr. J. Kenny (family commitment), Cllr. I. Rees and Cllr. J. Caulkin.

Cllr. McBride advised that she wished to alter the format of the meetings, Action Points would be clearly considered and Resolved – the minutes would be succinct, indicating Resolutions. The Chair considered that 2 hours should be the standard time for a meeting. Cllr. Franklin was concerned that restricting the length of a meeting could hinder full and productive discussion. The Chair confirmed Agendas would be set so there would be ample time for discussion.

2. Disclosures of Interest.

There were none. As the members were expected to vote on the Budget, the Chair read an extract from NALC Guidance: Section 106 of the Local Government Finance Act 1992 prohibits a local Councillor in council Tax arrears for at least 2 months from voting on the setting of a precept or any recommendation, resolution or other decision which might affect the calculation of a precept.

3. Report from County and District Councillors.

Neither Councillor had been able to attend.

4. To Approve the Minutes of the following meetings:

The minutes of the following meetings were approved and signed:
Full Parish Council Meeting held on 12/11/19

Planning Meeting held on 26/11/19
 Finance Meeting held on 2/12/19.

Item 5 – See above.

6. Correspondence to the Clerk.

- a. Complaint re bus service. The website and e-Bulletin would be used to ascertain the level of complaints. RESOLVED – Admin Officer
- b. Scope – request for additional textile bank – to be postponed until the question of Car Park ownership resolved. RESOLVED – Clerk to advise
- c. Hawthorn trees at Hornbeam. Mr. J. Beagley (Kingscourt Agricultural) would cut back the trees when the ground had dried out sufficiently for a tractor to gain access. RESOLVED Clerk to contact resident.
- d. Letter from previous resident about childhood in Burwash. The Clerk had sent a present of a Burwash Calendar to the resident. RESOLVED -- Cllr. Wraight to make contact for information regarding past businesses for the ‘blue plaque’ initiative and possibly to issue an invitation to the Burwash VE75 commemoration.
- e. Volunteer to take over the flag flying duties. RESOLVED Use website, e-Bulletin, newsletters to canvas for volunteer, and to thank the previous ‘flag flyer’.
- f. The Chair asked for a volunteer to write the article for the Broadsheet – Cllr. Newman volunteered.

7. Finance

The Chair of Finance reported:

- a. Bank Balances: Current a/c £44,474.80, Savings a/c £23,782.29
- b. The Payment Schedule was approved, with the exception of the payment to SSALC of £600.00

Payee	Payment Schedule 10.12.2019						
	Ref	Gross	VAT	Net			
Authentic Reclamation	102493	264.00	44.00	220.00	Pavers as per Nov. meeting		
EDF Energy	DD	38.00		38.00	Office electricity		
Pet Waste Solution	S/Order	114.40	19.07	95.33	Dog bins		
Direct Fire Protection	I/Banking	288.00	48.00	240.00	Fire extinguishers		
Pet Waste Solution	I/Banking	28.60	4.77	23.83	Extra dog bin		
Uniserve	I/Banking	69.60	11.60	58.00	Re old One-Drive		
SSALC	I/Banking	84.00	14.00	70.00	Local Govt. Finance Workshop		
SSALC	I/Banking	600.00	100.00	500.00	Recruitment Assistance		
Rother DC	I/Banking	185.00		185.00	New address BPC		
S. Franklin	I/Banking				Salary end Dec. 30hrs		
R. Guernier	I/Banking				Salary end Dec.		
HMRC	I/Banking				PAYE, NI		
		1,671.60	241.44	1,430.16			
		1,671.60					

Clerk's Note: A Final invoice from Mr. Adam Watts for £60.00 (previously Payroll service provider) dated 9th November had been by mistake omitted from the Schedule. This would be added to the payments.

The payment to SSALC was postponed, while the Chair contacted them.

RESOLVED – all other payments are authorized.

- c. Statutory Reports, Bank statement and Reconciliation were noted and signed.
- d. The Internet Café Income for November was £35.05p.
- e. Jobs for Laurence the Handyman. A new Mailbox is required for Parish Office.
RESOLVED: Clerk to purchase a new Mailbox and ask Laurence to install it.
- f. Budget for Year 2020/21 (See end of Minutes). RESOLVED: To accept the Budget as proposed by the Finance Committee in principle, awaiting tax base figure from Rother.
- g. Grants and Donations for Year 2020/21. It was agreed to defer decision on the Grants and Donations as proposed by the Finance Committee until the next meeting. It was noted that after payment of the Grants and donations there would be a small surplus, as had been agreed, to be available in case of need. More publicity would be given to the services available from Battle and Area Community Transport via website, e-Bulletin, newsletters etc.

8. Finance and Administration Workstream

- a. Cllr. Franklin reported on the SSALC Local Government Finance Workshop he had attended – he would circulate the slides when he had received them.
- b. Clerk Training. RESOLVED: The Clerk to attend Finance Year End Training with SSALC; the option to use Rialtas for the Year End procedure 2019/20 would be taken up; The Clerk to attend SLCC ILCA online course, and the Administrator to attend One Day SSALC New Clerk Induction Course, for Clerks and Assistant/Deputy Clerks.

9. Neighbourhood Plan.

The non-alignment between Rother and Burwash Parish Council on the allocated housing sites still exists. A letter had been received from Rother, and Cllr. N. Moore and Cllr. Newson were in the process of formulating a response in which they were recording all steps taken. It was agreed that the Parish policy of retaining commercial sites for commercial use would be reviewed at a future Planning Meeting.

The Chair recorded her thanks to all for all the hard work on this project.

10. Planning

- a. Strand Meadow. There were full and concise minutes of the Planning Meeting where the Architects had revealed their proposals for 30 dwellings on the Park Lane site. The next stage was to hold four Public Exhibitions in early January, one with the Architects present and three run by Councillors (dates on website), but these were not formal consultations; the Planning application was expected to be put to Rother by the end of January.
RESOLVED: The Council would call an EGM in the Village Hall before the application was submitted, with the Architects invited, date to be confirmed.
- b. Barley Rise Barn. The question of the Wedding Reception venue had been raised and was now with Enforcement.
- c. Footpaths. It was agreed that footpath information would continue to be recorded under Planning.

11. Environment and Maintenance Workstream.

- a. Down Meadow. Cllr. Franklin advised he had met with Mr. George, but Mr. George was determined to retain the Leylandii as a wildlife habitat. Cllr. Kenny had found further documentation in the Parish Office which he believed supported Parish Council ownership of the trees. The next stage was to seek legal advice. RESOLVED: The Clerk to write to SSALC. Cllr. Franklin also spoke of the Yearly Plan for Down Meadow, which included the installation of bat boxes. If kits for bat boxes could be sourced, these could become a project for the scouts and the school. RESOLVED: Cllr. Franklin to source the kits and discuss with the Scouts, Cllr. Fox to discuss with the school.
- b. Lime Trees Maintenance. It was agreed to accept the quote from Frogheath Nurseries to tidy up the trees. RESOLVED: Cllr. Franklin to contact Frogheath. A schedule of maintenance needs to be drawn up, together with a viability study of the Lime Tree Adoption scheme. RESOLVED: Cllr. Chapman will report in February.
- c. Rye Green Barns. It was agreed that a successful conclusion had been reached, although the concrete pad and the waist-high brick walls still remained. A good relationship had also been forged with the National Trust.
- d. Wild About Burwash. Ross Wingfield, High Weald AONB, gave a talk at The Wheel, and a synopsis of the talk will be put on the website. The next talk will be 'Stargazing' at The Bear Inn, for children in February. RESOLVED: S.137 donation of £100 to be given to help set up the 'Stargazing' talk, and Administrator to talk to Internet Café to see if volunteers will help sell the advance tickets there.
- e. ESCC Grass cutting. RESOLVED: To take up Option 1 (2 cuts annually for safety purposes), funded by ESCC. Clerk to advise ESCC. This will be reviewed next year.

12. Traffic and Transport Workstream.

- a. Report on meetings between Cllr. O'Neill and ESCC Highways and Cllr. O'Neill and PCSO Julie Pearce-Martin (now Rural PCSO). Suggested that SLR (Strengthening Local Relationship) meetings resume, with Ian Johnson and Highways Steward, a maximum of two a year. RESOLVED: Cllr. O'Neill to be Burwash Parish Council's representative at the meetings.
- b. 20mph speed limit and traffic calming. Unfortunately, Cllr. O'Neill had just discovered emails relating to this were in his 'junk' folder and he was in the process of reestablishing contact, and moving the matter forward, working with local residents.
- c. Willingford Lane – signage. The Clerk was again in contact with Brian Banks at ESCC Road Safety Team, with Cllr. J. Barnes reinforcing the discussion, for a sign 'narrow single-track lane'. RESOLVED: The Parish Council would consider sharing cost of sign.
- d. Report on meeting between Cllr. Mrs. McBride and Cllr. S. Moore with Ben Hook, Rother, re Burwash Parish Council taking over lease of Car Park. Some progress had been made, and an email had been sent to Ben Hook listing points needing clarification/settling, with further meeting planned mid-January.

13. Community and Communications.

It was agreed that the Community and Communications Workstream needed to meet early in the New Year.

- a. Events. Lights for Christmas and other events – table possible purchase replacement lights on Agenda in March/April.
- b. VE75 commemorations May 2020. Suggested committee to be formed with Churches, School, Scouts, Royal British Legion for coordinated Event. RESOLVED Clerk/Admin Officer to contact organizations.
- c. E-Bulletin. Now up and running with over 100 subscribers. The Chair expressed her thanks to Halina Keep and the Administrator, Rachel Guernier, for all their efforts in setting it up and running the electronic newsletter.
- d. Parish Office address. The PO box had now been cancelled. There is an online form to be completed, and a charge of £185.00 to pay in order to set up a postal address. RESOLVED: The Clerk and Admin. Officer to liaise and complete form.

14. Information for noting or including on a future agenda.

- a. Phone box at Highfields. Requests for suggestions would be put on the website, e-Bulletin and newsletters.
- b. Councillors agreed that they would like to improve the efficiency and accessibility of Council meetings. RESOLVED. Councillors were asked to send ideas for change to Cllr. N. Moore, who will pull together a report of improvements for the February meeting.
- c. The Clerk reported items of interest which arose from the Clerk's Day attended by herself and the Administrator at Lewes on 6th December.

Meeting Closed 9.15pm.

Next meeting Full Council: Tuesday 14th January 2020 at 7.00pm.
Finance Committee to meet 6th January 2020 at 7.00pm.

Document Budget Version 4 (follows) to form part of these Minutes.
Version 3 Notes slightly truncated to fit page and form Version 4.

Agenda item:- Draft Budget proposals							
Based on existing expenditure and workstream proposals							
Version 3 (by workstream)							
Dated 11/11/19							
Author:- Clerk/RFO/Chair of Finance							
	Budget 2019-20	Year to date	Forecast EoY	Difference	Budget 2020-21	£var- from 2019-20	Notes
Income							
Precept	£65,000.00	£65,000.00	£65,000.00	£0.00	£78,820.00	£13,820.00	
urban cut grant	£1,830.00	£0.00	£1,830.00	£0.00	£1,300.00	-£530.00	may be under threat
ESCC community match funding	£11,500.00	£0.00	£11,500.00	£0.00	£11,500.00	£0.00	assum exp on traffic calming matched
Internet donations	£300.00	-£15.00	£300.00	£0.00	£350.00	£50.00	
interest received	£20.00	£0.00	£20.00	£0.00	£30.00	£10.00	
Lund grant down meadow					£2,000.00		tree cutting and planting
CIL payments					£7,000.00		difficult to forecast
Finance and administration							
Clerk/Admin officer salary	£16,800.00	£8,333.00	£16,666.00	-£134.00	£21,000.00	£4,200.00	includes employees Tax/NI & pension
Clerk/Admin officer expenses	£416.00	£272.00	£544.00	£128.00	£500.00	£84.00	
Employers NI	£1,140.00	£579.00	£1,158.00	£18.00	£1,050.00	-£90.00	
Employers Pension contribution	£336.00	£210.00	£420.00	£84.00	£420.00	£84.00	
Payroll expense	£300.00	£105.00	£385.00	£85.00	£0.00	-£300.00	
Councillors expenses	£50.00	£697.00	£1,394.00	£1,344.00	£100.00	£50.00	incorrect allocation of costs
Training days	£700.00	£60.00	£560.00	-£140.00	£1,200.00	£500.00	
General admin	£1,300.00	£1,416.00	£2,832.00	£1,532.00	£1,500.00	£200.00	includes archiving
Elecion costs	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	see earmarked reserves
Legal and professional fees	£2,000.00	£1,239.00	£2,478.00	£478.00	£3,000.00	£1,000.00	
Audit and Rialtas	£850.00	£210.00	£800.00	-£50.00	£1,000.00	£150.00	
Insurance	£1,600.00	£1,611.00	£1,498.00	-£102.00	£1,600.00	£0.00	statue adds £80
Website and software	£500.00	£460.00	£920.00	£420.00	£800.00	£300.00	new cloud based system
Annual assembly	£200.00	£186.00	£202.00	£2.00	£250.00	£50.00	
Parish promotional materials	£350.00	£0.00	£200.00	-£150.00	£350.00	£0.00	
Core reserve buid-up	£2,000.00	£0.00	£2,000.00	£0.00	£2,000.00	£0.00	
Grants and donations	£10,400.00	£10,399.00	£10,399.00	-£1.00	£12,500.00	£2,100.00	grants to be allocated throughout yea
Section 137	£1,000.00	£0.00	£950.00	-£50.00	£1,000.00	£0.00	
Rent for hut	£220.00	£110.00	£220.00	£0.00	£220.00	£0.00	may not be req'd re take over car park
Hut overheads	£1,800.00	£730.00	£1,460.00	-£340.00	£1,872.00	£72.00	elect & test, phone, fire test, +4%
Postage and stationary	£1,000.00	£404.00	£808.00	-£192.00	£2,000.00	£1,000.00	to allow mailshots for traffic and NP
TOTALS	£42,962.00		£45,894.00		£52,362.00		increase of £9400
Traffic and Transport							
Car park	£500.00	£0.00	£500.00	£0.00	£1,000.00	£500.00	to build up earmkd reserves to £4128
Traffic surveys	£400.00	£660.00	£660.00	£260.00	£200.00	-£200.00	speedwatch
Speed tests	£400.00	£0.00	£0.00	-£400.00	£800.00	£400.00	add. traffic calming Weald/Common
20mph and village gates	£23,000.00	£0.00	£23,000.00	£0.00	£25,000.00	£2,000.00	add. traffic calming Weald/ Common
Engineer advice	£1,000.00	£0.00	£1,000.00	£0.00	£1,000.00	£0.00	
Cycle path to Etchingham	£0.00	£0.00	£0.00	£0.00	£100.00	£100.00	initial study
TOTALS	£25,300.00		£25,160.00		£28,100.00		increase of £2800
Envirement and Maintenance							
Neighbourhood plan	£0.00	£1,454.00	£2,908.00	£2,908.00	£3,500.00	£3,500.00	publicity and consultants
Village pavements	£0.00	£0.00	£0.00	£0.00	£750.00	£750.00	repairs to pavers, possible listing
Repairs (by handyman)	£1,250.00	£1,044.00	£2,088.00	£838.00	£1,660.00	£410.00	160hrs plus public liability ins.
Dog waste	£1,392.00	£721.00	£1,442.00	£50.00	£1,450.00	£58.00	extra bin at Weald/ common p/field
grass cutting and lime trees	£1,900.00	£569.00	£1,138.00	-£762.00	£1,500.00	-£400.00	additional cuts not done by Rother
Flowers and planting programme	£500.00	£0.00	£500.00	£0.00	£800.00	£300.00	parish planting programme
Finger posts	£0.00	£25.00	£25.00	£25.00	£450.00	£450.00	to cover 3 new @£150
Down meadow	£650.00	£320.00	£640.00	-£10.00	£2,500.00	£1,850.00	initial planting, pruning poss Lund gran includes improvements, and
Hut maintenance	£2,900.00	£20.00	£2,900.00	£0.00	£3,000.00	£100.00	condition report
Hornbeam maintenance	£400.00	£9.00	£18.00	-£382.00	£0.00	-£400.00	previous year not spent
War memorial	£450.00	£0.00	£450.00	£0.00	£468.00	£18.00	inc, earmarked reserves clean 2032
Grit bins	£0.00	£40.00	£80.00	£80.00	£150.00	£150.00	possible new bin
Parish maintenance	£0.00	£0.00	£0.00	£0.00	£750.00	£750.00	including Pavement repairs
TOTAL	£9,442.00		£12,189.00		£16,978.00		increase of £7536
Community and communications							
Kipling day	£500.00	£0.00	£0.00	-£500.00	£1,000.00	£500.00	
Events	£500.00	£29.00	£58.00	-£442.00	£500.00	£0.00	
Internet room repairs and upgrades	£1,000.00	£204.00	£408.00	-£592.00	£1,000.00	£0.00	ear/mkd reserves should rise to £3417
Internet stationary	£200.00	£12.00	£200.00	£0.00	£250.00	£50.00	
Internet for weald/common pavillion	£0.00	£0.00	£0.00	£0.00	£560.00	£560.00	for meetings at pavillion
Plaques for shops and houses	£0.00	£0.00	£0.00	£0.00	£250.00	£250.00	Commemorative plaques for ex shops
TOTAL	£2,200.00		£666.00		£3,560.00		increase of £1360.00