

Burwash Parish Council

Minutes of the Meeting

Held on the 14th January 2020, 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. S. Moore; Cllr. J. Caulkin, Cllr. C. Chapman, Cllr. T. Fox, Cllr. R. Franklin, Cllr. J. Kenny, Cllr. N. Moore Cllr. B. Newman, Cllr. D. O’Neill, Cllr. I. Rees Cllr. B. Wraight, Cllr. J. Barnes.

Public Time: Members of the Public queried:

Mr. Pope again raised the matter of the overflowing drains. The Chair advised the matter had been raised with County Highways but would be part of the SLR meeting arranged for later in the month. Mr. Pope also mentioned that hedges still remained to be cut, Cllr. Barnes said he would raise the matter with County if Mr. Pope could provide some details.

Mrs. C. Caulkin spoke about Willingford Lane and the problem of traffic destroying the verges, and the fact that Mr. N. Skelton from Highways had stated that additional signage was inadvisable. Cllr. Barnes spoke of the fact that the 3.5t mgw sign was a restriction on the whole lane itself and could not be removed as it was a legal restriction. He suggested that residents could report lorries that used the lane illegally to Operation Crackdown, but that he would go back to Mr. Skelton and try to obtain a solution. The Chair agreed but suggested that 2 signs – the 3.5t mgw, together with a ‘narrow single-track lane’ - could be an answer although Mr. Skelton had advised against this. He also suggested a flier could be sent to the residents asking them to report illegal lorries. Cllr. Barnes said he would contact Brightling Parish Council, as most of the lane on the other side of the bridge comes under Brightling and report back.

Mr. J. Richardson spoke of a collapsed bridge on a Right of Way between Burwash and Three Cups, he believed it was 37, 52a and 52b. The bridge had previously been mended about 10 years or so ago to provide disabled access. The Clerk to contact Mr. Harmer of the Ramblers Association. He also spoke about the retarmacking of the Burwash Common Road. He had contacted Mr. Dale Pore regarding the ongoing issues in the High Street particularly the drain below the level of the surrounding road. The Chair advised this was on the fault list, and that ESCC was aware of the Parish’s dissatisfaction with some of the work done.

Cllr. Kenny advised that there was a dumped van by Burnt House Farm, and that the owner of Burnt House Farm was subject to an Enforcement Order.

1. Apologies for Absence

Apologies were received from Cllr. B. McBride MBE (family commitment), Cllr. A. Newson (unwell), Cllr. Eleanor Kirby-Green (official duties).

2. Disclosures of Interest and Section 106 of the Local Government Act.

There were none.

3. Report from County and District Councillors.

Cllr. Barnes spoke of the Budget problems for County, they were still awaiting confirmation of the '1 off' funding. It was expected that the Council Tax increase would be at its maximum allowed of 5%. He was still awaiting the start date for the work to the A265, Burwash to Etchingham, but it would be in the new Financial Year. He spoke of the problems with the drains, there had been excessive rain and they had not been cleared sufficiently, now risking causing damage to the roads, and he suggested they should be included on the SLR Agenda. He gave a report of behalf of Cllr. E. Kirby-Green, who had been unable to attend. Rother had prepared a draft Budget, which included a draw down of £2M from reserves (however, the Reserves had increased to £7M over the last 4 years), he believed they were reasonably optimistic in keeping the increase in Council tax to a maximum of £5.

Blackfriars proposed housing development. The purchase had been completed and it was hoped that building would commence by end 2021, with approximately 300 – 500 houses, there is currently a need to build 375 houses a year. The Core Strategy requires a new settlement to be identified east of the County as there is an acute housing crisis.

The Council is tackling homelessness, acquiring properties and Cllr. Barnes is advocating the use of prefabricated units.

He was asked about the development by the new Bexhill by-pass. He advised it was moving on although unfortunately developers tended to restrict building in order to maintain prices, and he felt that the Government would need to take action to stop this – perhaps a levy if there were no houses within 3 years.

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 10/12/19

Planning Meetings held on 17/12/19 and 9/1/20

Finance Meeting held on 6/1/20.

5. Correspondence to the Clerk.

- a. Larger bollards sited on pavement on A265 opposite The Wheel, Burwash Common. Contractors had renewed the pavement, and sited new bollards which were wider than before, resulting in the access now too narrow for wheelchairs or pushchairs, and users having to dangerously use the road. The problem has been taken up by Mr. B. Banks of ESCC Highways who is contacting the contractor involved.
- b. Foal abandoned on land belonging to a Burwash resident. Kent Horse Rescue Society had contacted the Clerk regarding a foal seen tethered and abandoned in a field understood to be in the Canterbury area. The Society had acquired the name of the landowner from the Land Registry and asked if someone from the Council could visit the landowner, who is a Burwash resident. Cllr. Franklin visited the landowner, who was very amenable and said he would speak to Kent Horse Rescue and advise his tenant of the problem.
- c. Ownership of grassed area by Ivy Cottage. The owners were concerned about vehicles damaging the area but did not know who to contact. The Chair advised that it was part of highways. The Clerk will advise accordingly.
- d. Roadworks A265. Highways had advised they would be carrying out kerbing & carriageway resurfacing works on the A265 in Broad Oak & Burwash Weald until the end of March 2020.

- e. Abandoned vans in car park. Two white vans in Burwash Car Park apparently abandoned, had been reported to Rother and they were contacting the owners.

6. Finance

The Chair of Finance reported as at close 30.12.19:

- a. Bank Balances: Current a/c £40,208.66, Savings a/c £23,794.15.
 b. The Payment Schedule was approved.

Payment Schedule 14.01.2020						
Payee	Date	Ref	Gross	VAT	NET	
EDF	SO		38.00		38.00	Electricity
Pet Waste Solutions	10/12/2020	4799	28.60	4.77	23.83	Dog bin.
Pet Waste Solutions	SO		114.40	19.07	95.33	Dog bins
SLCC	03/01/2020		42.00	7.00	35.00	Webinar Cloud Computing
Community Speed Watch Online	21/10/2019		392.03	65.34	326.69	Pocket radar & vests
Uniserve	03/01/2020		231.84	38.64	193.20	Office 365 qtlly chges
Uniserve	23/12/2019		69.60	11.60	58.00	Encrypt laptop
Laurence (Handyperson)	02/01/2020	013	82.12	0.00	82.12	Grass cutting, check grit bins
SLCC	31/12/2019	QL197438	118.80	19.80	99.00	ILCA fees SPF
Viking	23/12/2019	577494	180.40	30.07	150.33	Stationery, etc
Amazon	31/12/2019		29.90		29.90	Voice recorder for Speedwatch.
Orchard Landscapes ***	09/12/2019		1040.04	173.34	866.70	Grass Maint BPC Urban tender.
Burwash Scouts			54.00		54.00	Bat boxes - 2 lge & 2 small
S.137 Donation Stargazing (WAB)			100.00		100.00	Re December Full Council
Frogheath Landscapes	10/01/2020	3430	311.04	51.84	259.20	Pruning Lime Trees.
HMRC	31/01/2020					tbc on HMRC PAYE software
Salary R. Guernier	31/01/2020					tbc
Salary S. Franklin	31/01/2020					tbc
			2832.77	421.47	2411.30	
					2832.77	
*** See tender dated Apr. 2019						
Clerk Expenses						
Rother SNN-NA-162302117	14/12/2019		185.00	0.00	185.00	Rother for new Address
Amazon	22/12/2019		26.25	4.38	21.87	New letterbox
Burwash Calendar	08/12/2019		7.00	0.00	7.00	Sent to resident in reply to letter
Envelope/postage for above	08/12/2019		1.00	0.00	1.00	
Sim card for mobile phone	Nov. 2019		10.00		10.00	Parish Mobile, payable monthly
Fairy Lights			11.19		11.19	Christmas Tree Festival
Mileage to Lewes, Clerk's day for SF & RG 6/12/19			17.10	0.00	17.10	Return trip 38 miles @ 45p p/mil
Mileage to Uniserve, Wartling	Oct, Nov.19		18.00	0.00	18.00	2 x 20 mile trips, collect laptop, take l/top for repair
			275.54	4.38	271.16	
					275.54	
Administrator Expenses						
Refreshments for Strand Meadow Exhibitions	Jan-20				6.69	

RESOLVED – Payment Schedule authorized and signed.

- c. Statutory Reports, Bank statement and Reconciliation were noted and signed.
- d. The Council had not been advised of the income for the Internet Café for December.
- e. Jobs for Laurence the Handyperson. Laurence is unfortunately unwell and unable to accept any jobs for the moment.
- f. Budget for Year 2020/21 (See end of Minutes). **RESOLVED**, unanimously: The Budget was accepted as proposed by the Finance Committee, and the Chair signed the letter advising Rother District Council of the Precept required for Burwash Parish Council for 2020/21 - **£83,962**.
- g. Grants and Donations for Year 2020/21. (See end of Minutes). **RESOLVED**, unanimously: The Grants and donations would be awarded as proposed by the Finance Committee.

7. Finance and Administration Workstream

- a. Purchase Arnold baker (Local Government Administration) for Clerk. This is considered the 'bible' for Local Council Clerks, and, although the Clerk is sure this has been purchased in the past, a copy cannot be found in the office. However, the Clerk advised she wished to wait until she had received the ILCA course, to see what that included.
- b. New Shed for lawnmower. The Chair is in contact with a supplier for a 6' x 4' shed. Cllr. Rees advised he has been looking after a gazebo for the Council and would like the shed to be large enough to hold this as well.
- c. Courses Booked: ILCA course (online – Clerk), New Clerk's Induction (Admin Officer), Webinar – Computing on the Cloud.

8. Neighbourhood Plan.

The Steering Group are working on a draft response to Rother's letter, and a meeting is to be organized.

9. Planning

- a. Strand Meadow. There had been 4 Public Exhibition sessions and Cllr. N. Moore thanked all who had given their time to this. The Architects had attended the first session, and 76 people had been recorded as attending all four sessions.
From the completed questionnaires, no-one had seemed in favour of the development, some wanted a better design, but a large majority had complained there was no affordable/social housing included. The access to the village, by a footpath up a steep hill, was also an issue. It was generally considered that the site was inappropriate as it was waterlogged with a stream running along the bottom, and there were AONB issues. The Chair remarked that the high level of residents attending indicated the level of concern. There would be an EGM when the planning application had been received by Rother. Cllr. N. Moore advised Cllr. Susan Prochak, Deputy Leader and Vice Chair of Planning at Rother, had accepted the invitation to attend either before or after the Planning Meeting on 21/1/20, tba.
Cllr. Barnes commented that due to the change in regulations, if a planning application included affordable housing, this would now go straight to Committee, and that a representative of a Parish Council could now apply to attend (only first three) at the Rother Planning Committee meeting.
- b. Footpaths. Footpath 24c at The Glebe reported to Mr. Harmer.

- c. The High Weald Housing Design Guidance. Cllr. Moore recommended that the Council should adopt this as policy, it is a useful framework. **RESOLVED.** The Guidance has been adopted, and the Clerk is to advise them accordingly.

10. Environment and Maintenance Workstream.

- a. Down Meadow. Cllr. Franklin advised the bat boxes had been ordered from the Scouts. The Clerk was in correspondence with Mr. I. Davison, the legal representative at SSALC, regarding the ownership of the land where the Leylandii were growing. It was agreed that since it is such a complex issue, there should be a Special Meeting of the Council to discuss and decide on the matter, when Mr. Davison's final advice has been received. Maintenance Schedule. **RESOLVED.** Since this could be a separate matter from the Leylandii issue, it was resolved that the Maintenance Plan as proposed by Cllr. Kenny should be adopted.
- b. Draft Burwash Climate Emergency Plan. **RESOLVED.** The Plan should be adopted, but periodically reviewed - it is constantly evolving, as new ideas come to light.
- c. Lime Trees Maintenance. The trees have been cleared of the lower growths to the 2m mark by Frogheath Landscapes. Cllr. Chapman will have a report on the Trees Maintenance and the Lime Trees Adoption Plan for the February meeting. The Chair asked the Clerk to arrange for the Lime Trees to be pollarded, as it had been agreed this process is better at this time of year.
- d. Wild About Burwash. Cllr. Kenny advised there had been a good response to the Stargazing Event on Sunday 23rd February, and they had sold 75 tickets. Due to the closure of The Bear for refurbishment, the event had been moved to the Village Hall. There was a social evening for Wild About Burwash being held at The Rose & Crown on 16th January. There were plans to extend the work on the verges to introduce wildflowers across the Parish in line with the work on Willingford Lane.
- e. Grasscutting. An invoice had been received from Orchard Landscapes for BPC Urban grasscutting to October 2019. This year the Council is using ESCC for the basic cuts.
- f. Kipling Sign. It has been suggested to Cllr. Caulkin that the siting of the signage for the statue could be improved. To be discussed in February.

11. Traffic and Transport Workstream.

- a. 20mph speed limit and traffic calming. There is an SLR (Strengthening Local Relationships) Meeting planned this month with ESCC Highways (date and time tbc), when the costs of the project will be discussed, to facilitate the completion of the application form for the Community Match Funding.
- b. Burwash Car Parks. An email had been received from a resident, querying the costs involved. The Chair advised that Rother's Policy was to devolve responsibility for their car parks, and that if the Parish did not take it on it could go to a private Car Park company. There were only small immediate costs – it was part of a 10-year plan. A meeting was planned this month to further discuss the lease, and there would be legal costs incurred, but these were planned to be kept to a minimum. The poor state of the entrance to the Car park (dangerous potholes) was again discussed and the Chair said he would harass Rother for the necessary repairs. The Council could make the decision to take over the Car Park without consultation.

- c. Willingford Lane – signage. This had been spoken about during the Public time. Cllr. Barnes had said he would again contact Mr. Skelton of Communities, Economy and Transport at ESCC Highways to try and obtain a solution.
- d. Grit Bins. This would be included in the agenda for the SLR meeting.

12. Community and Communications.

- a. Events. It was proposed to hold a Community and Communications Committee Meeting on 27th January at 6.30pm/7pm after the HR Meeting at 5pm.
- b. VE75 commemorations May 2020. To be discussed at the Community and Communications Meeting. Cllr. Rees to contact the School and Cllr. Kenny to contact the Scouts for their plans for the day, and Cllr. Newman to contact other organisations.
- c. Operation Bridge. **RESOLVED:** The Council to adopt 'Operation Bridge' Protocol on the death of a Senior Royal. Cllr. Newman advised black arm bands not compulsory, he has purchased a Condolence Book for the Parish.
- d. E-Bulletin. Continues to be a success, thanks to Halina Keep, assisted by the Administrator, Rachel Guernier.
- e. Parish Office address. Confirmation has been received of the official address for the Parish Office:
Burwash Parish Council,
Parish Office,
High Street,
Burwash,
TN19 7EU.
- f. Fire Safety Leaflets. Andrew Mann had been advised that there are 1100 households in the Parish.
- g. Phone Box. Suggestions were made that the Box should be moved to a more central place, e.g., between the Rose & Crown Pub and the Swan Meadow Pavilion, and to perhaps house a defibrillator. This is to be considered at the meeting of the C & C. Workstream.

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

Cllr. Rees queried the lack of allotments in the Parish.

It was mentioned that a planning application had been received by Rother for Ashwood Nursing Home, Burwash Common.

Meeting Closed 8.55pm.

Next meeting Full Council: Tuesday 11th February 2020 at 7.00pm, in the Burwash Common Pavilion – location to be confirmed.

Finance Committee to meet 5th February 2020 at 7.00pm.

Approved Budget 2020/21

Budget 2020-
21

Income

Precept	£83,962.00
urban cut grant	£1,300.00
ESCC community match funding	£11,500.00
Internet donations	£350.00
interest received	£30.00
Lund grant down meadow	£2,000.00
CIL payments	£7,000.00

Finance and administration

Clerk/Admin officer salary	£24,700.00
Clerk/Admin officer expenses	£500.00
Employers NI	£1,684.00
Employers Pension contribution	£648.00
Payroll expense	£0.00
Councillors expenses	£100.00
Training days	£1,200.00
General admin	£1,500.00
Election costs	£0.00
Legal and professional fees	£3,000.00
Audit and Rialtas	£1,000.00
Insurance	£1,600.00
Website and software	£800.00
Annual assembly	£250.00
Parish promotional materials	£350.00
Core reserve build-up	£2,000.00
Grants and donations	£12,500.00
Section 137	£1,000.00
Rent for hut	£220.00
Hut overheads	£1,872.00
Postage and stationery	£2,000.00

TOTALS **£56,924.00**

Traffic and Transport

Car park	£1,000.00
Traffic surveys	£200.00
Speed tests	£800.00

20mph and village gates	£25,000.00
Engineer advice	£1,000.00
Cycle path to Etchingam	£100.00

TOTALS **£28,100.00**

Environment and Maintenance

Neighbourhood plan	£3,500.00
Village pavements	£750.00
Repairs (by handyman)	£1,660.00
Dog waste	£1,450.00
Grass cutting and lime trees	£1,500.00
Flowers and planting programme	£800.00
Telephone box	£580.00
Finger posts	£450.00
Down meadow	£2,500.00
Hut maintenance	£3,000.00
Hornbeam maintenance	£0.00
War memorial	£468.00
Grit bins	£150.00
Parish maintenance	£750.00

TOTAL **£17,558.00**

Community and communications

Kipling day	£1,000.00
Events	£500.00
Internet room repairs and upgrades	£1,000.00
Internet stationery	£250.00
Internet for Weald/Common pavilion	£560.00
Plaques for shops and houses	£250.00

TOTAL **£3,560.00**

GRANTS AWARDED

Organisation	Amount	Charity	Purpose of Grant	Grant Awarded	Comments
Burwash Playing Field Assn	£2,000	Y	Replace main door (aluminium d/glazing)	£1,500	Supported, but could not grant full amount
Burwash Village Hall	£2,000	Y	Replace Oriel windows & left front window	£2,000	Agreed
Burwash Village Magazine	£1,000		Assist printing costs.	£0	Could not support this time
St. Bartholomews	£1,500	Y	Upkeep & maint churchyard	£1,500	Important to support local churches
St. Philips	£2,000	Y	Upkeep & maint. Burial ground etc.	£1,500	Important to support local churches
Battle Area Community Transport	£1,000		Replace vehicle with 2014/15 model	£1,000	Supported.
Burwash Scout Group	£906	Y	Camping Equipment	£906	Supported
3 Weald & Common M. Playing Field	£3,000	Y	Tarmac path from Boundary's Edge/Pavilion	£1,500	Supported, but could not grant full amount
Burwash Bonfire Society	£400		Aid fundraising - down due to bad weather	£400	Supported
Wild about Burwash	£250		Wildflower seed, protective measures	£250	Supported.
Applications total	£14,056		Recommended to award	£10,556	

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