

Burwash Parish Council

Minutes of the Meeting

Held on the 11th February 2020 at 7.00pm in the Pavilion, Burwash Common Playing Fields,
Please note meeting reports are available at: <http://www.burwashparish.org.uk/minutes-and-reports.html>

Present: Acting Chair – Cllr. S. Moore; Cllr. C. Chapman, Cllr. T Fox, Cllr. R. Franklin, Cllr. J. Kenny, Cllr. N. Moore, Cllr. B. Newman, Cllr. A. Newson, Cllr. D. O’Neill, Cllr. I. Rees, Cllr. B. Wraight, Cllr. Eleanor Kirby-Green and Cllr. John Barnes.

Public Time. Members of the Public queried:

- a. A resident requested that contact to the Parish Council, other than email addresses could be available for those who do not use the Internet. The Chair suggested that mobile numbers could be made available, if the Councillors were able to give their permission. The Clerk to investigate.
- b. Mr. Pope asked when the grit bin at Highfields would be provided. The Clerk advised it had been ordered from ESCC and acknowledgement received.
- c. A resident asked about the village gates and was advised there would be a presentation on the 20mph project later in the meeting.
- d. A resident asked when the consultation on the Yellow Lines was taking place, as since the new lines had been drawn, they were causing difficulties, even to the extent of being dangerous. Cllr. Barnes responded that the Civil Parking Enforcement was now in the implementation stage, to be followed by a review of all parking in Rother. As the Department of Transport could take some months, possibly to Spring 2021, he advised that now would be the time for Burwash to produce its own scheme.
- e. Mr. Richardson spoke of the crazing of the tarmac in the High Street, when the road had not long been renewed, and of the bad workmanship regarding the drainage work in Vicarage Lane. The Chair commented that the defects had been reported in the recent SLR meeting, and Cllr. Barnes advised he had raised the problem with Dale Pore. The problem of the quality of work needed to be raised with the contractor, particularly as it was nearing the time of the first review. Cllr. Barnes suggested the Council write to Cllr. Bob Bowdler, Chair of the Place Scrutiny Committee and advise of our concerns regarding the fast deterioration of some of the recent renewing of the roads. The Clerk to write to Cllr. Bob Bowdler.
- f. Mr. Banks stated that the Council should make representation to the Architect and Developer following the Public Exhibition of Watercress Fields proposal. Cllr. N. Moore advised a response would be made to the presentation; however, no formal planning application had been made as yet.

1. Apologies for Absence:

Apologies were received from Cllr. J. Caulkin (away)

The Chair, Cllr. S. Moore expressed his regrets at the recent resignation of Cllr. B. McBride, formerly the Chair, and his personal thanks to her for all her hard work for the Council; other members also expressed their regrets at her resignation. It was agreed that a letter of thanks should be sent to Mrs. McBride.

Following the resignation of the former Chair of the Parish Council, Cllr. B. McBride MBE, the members were asked for nominations for the Chair. Since none were forthcoming Cllr. S. Moore agreed to chair the current meeting, however, he advised that he would be resigning as Vice-Chair in May and did not plan to continue as Acting Chair. It was suggested that members should consider the new proposals for meetings from Cllr. N. Moore and reconsider nominations for Chair at the next meeting.

1. Disclosures of Interest

To receive any disclosures by Members of personal interests in matters on the agenda, the nature of any such interest and whether the Member regards the interest as a disclosable pecuniary interest under the terms of the Code of Conduct.

2. GDPR

The Clerk advised that any papers printed must be disposed of securely; the point was made that as the Parish Council must always be open and transparent, any item discussed at Full Council and Committee meetings is in the public domain. Cllr. Kenny reminded members that there should be a very minimum of printing.

3. Report from County and District Councillors

District Cllr. Kirby-Green advised that the Draft Budget for Rother was set at £4.65 (2.6%) increase for Band D, to keep within the maximum without a referendum. A 12-week period was set for the Environment Strategy Consultation, a Public Meeting will be held. The Bexhill Leisure Centre project was deferred again; the delay in the decision to the Leisure Centre means a delay to Housing.

County Cllr. Barnes advised that the County Budget was set to an increase of about 4%, partially due to a 2% increase in Social Services, both adult and children. There were cuts of about £3.5m; and £1m approximately in a '1 of' funding for road improving and dropped kerbs. Regarding Social Services, there had been a lot of preventative work, particularly with children. The Council were positive and upbeat after 10 years of cuts, the standard of services had not fallen that drastically.

The Chief Executive of East Sussex County Council had been invited to help sort out West Sussex County Council, who did not have a good record, particularly with Child Services.

Cllr. S. Moore spoke about the problems the Parish Council was experiencing with the amended lease for the car park, and he requested assistance from both Councillors.

Cllr. Barnes spoke about Willingford Lane, the problems with the required signage, that a new request was now required from the Parish Council.

The stretch of the A265 between Burwash and Etchingham, was due to be resurfaced this summer, probably late. The Highway Stewards were keeping a watching brief on potholes.

The Chair rearranged the Agenda, for Cllr. O'Neill to show the Power Point Presentation regarding the SLR meeting.

4. Traffic and Transport Workstream – SLR Meeting (Power Point)

The attendees, from East Sussex Highways were Ian Johnson (Traffic & Safety Manager) Darren Bass (Highway Steward), who was very enthusiastic, and Corinne Black (Customer Services). For Burwash PC – Ms Lesley Moore (Burwash Outsiders), Mr. Lindsay Green (BCWRA), Cllr. B. McBride MBE, Cllr. Franklin, Cllr. O'Neill (Chair).

Road Sweeping – can be arranged through the website.

Drains – there would be a post surface review by the Highway Steward.

Hedges – the Highway Steward would address hot spots.

Signage Willingford Lane – Highways considered current signage satisfactory, the Parish Council would need to consider fresh enquiry. Agreed – meeting between Cllr. O'Neill, Cllr. Barnes and the Clerk. Cllr. Barnes suggested a co-ordinated approach with Brightling Parish; to consider more rural signs, standard signs are suburban.

Lime Trees – Highways have pollarded the trees.

Grit Bin for Highfields, order completed, with Highways.

Bollards opposite The Wheel Inn – subject of Road Safety review with contractor.

20mph Project Update –Mr. Johnson had advised that Burwash Parish Council would need an ESH Feasibility Study, from their own engineers, in order to apply for Community Matched Funding. Cllrs S. Moore felt that the original advice had been for a feasibility study, one from Highways engineers had not been stipulated.

Cllr. O'Neill is to submit an application with an explanatory letter, with a request to expedite the request in view of the work done and available funding, in order to not have to wait for the annual application date (October 2020).

A meeting would be set up with the Clerk within the next week to start the process, Cllr. Barnes would be advised of progress.

There was also planned a Yellow line review and a review of research into the compatibility between crossing lights and 'dark skies'.

5. To Approve the Minutes of the following Meetings:

The minutes of the following meetings were approved and signed by the Chair of each Committee:

Full Parish Council meeting held on the 14/1/20.

Planning Meetings held on 21/1/20, 6/2/20

Finance Committee Meeting held on 5/2/20

The minutes for the HR Committee Meeting held on 27/1/20, were unable to be signed as they were not agreed. To be discussed at the next HR meeting.

6. Correspondence to the Clerk

- a. Sewer problems had been experienced at two separate properties in Burwash. Southern Water had finally jetted the drains at the property in the High Street, discovering the blockage had been a large piece of brick dropped by builders 2 years ago. The other property in School Hill is still experiencing problems, due to a broken pipe and broken manhole, apparently on common land. The Clerk to investigate, possibly including the Pollution Officer as the footpath is used by children near the school.
- b. Dog fouling, the Clerk to contact Rother re signs, and Environmental Health (Dog Warden).
- c. BT increase - noted
- d. Vehicles abandoned in car park, now removed.
- e. Cloud Computing Webinar – not as expected.
- f. Back-up. Look at external hard drives/ USB drives.
- g. Flag Flying Days – send dates to Cllr. Wraight.
- h. Yellow line parking. Await response from PCSO.

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

- a. The bank balances at 31/1/20.
- b. Members approved the proposed payments schedule:

Invoice Date	Supplier	Description	Inv/Est
04.02.20	Electrical Solutions South	Christmas consumables for lights	£35.00
04.02.20	Electrical Solutions South	Rewire office cabling for door & replace lights with LED	£360.00
31.1.20	Vistaprint	Parish Room sign	£25.78
Feb-20	Viking	Various stationery, vacuum bags	£77.68
31.1.20	Laurence	Instal letterbox, grasscutting	£35.66
4.2.20	Pet Waste Solutions	Dog Waste Collection	£114.40
4.2.20	Pet Waste Solutions	Extra bin - dog waste	£28.60
21.1.20	Surrey Hills Solicitor	Down Meadow - reopen file, advice	£726.00
27.1.20	Mulberry & Co.	Year End Finance Training	£84.00
Advance	Electrical Solutions South	Replace lights in internet café with LED Quote	£320.00
Advance	A Davies	Painting Office -Quote	£400.00
Advance	A Davies	Painting Parish Room (Internet Café) - Quote	£750.00
Advance	Vistaprint	Office sign	£30.00
Advance		Love Burwash signage and items	£282.00
Advance	Wickes/B&Q	Estimate - insulate floor in office & ramp	£288.00
	ESCC	grit bin Highfields - Application form sent to Highways	£328.00
29.2.20	S. Franklin	Salary	
	S. Franklin	Expenses - Monthly top up for Parish mobile	£10.00
29.2.20	R. Guernier	Salary + expenses £2.68 re Cllr. S.Prochak meeting	
		office furniture - Ikea? (to be ordered mid Feb)	
10.2.20	S.Payne	All works regarding making new doorway between office and Internet Café	£697.00

Highlighted items are for immediate payment
RESOLVED – The Payment Schedule was approved.

- c. Members noted the Statutory Balance Sheet and Income and Expenditure Report, Statement of Earmarked Reserves, Bank Reconciliations. RESOLVED: To accept the Management Reports.
- d. The Internet Café income for December and January was £45.95p.
- e. Jobs for Laurence – the bollards in the High Street are awaiting better weather.

8. Finance and Administration Workstream

- a. New Clerk. The job description and advertisement still needed to be agreed, but Cllr. S. Moore advised he did not agree with the proposed increase in hours. As the previous planned HR meeting had been inquorate it was agreed that Cllr. Rees and Cllr. Wraight would join the HR Committee to increase the numbers, and Cllr. N. Moore would act as a backup. It was agreed the HR committee would handle the advertising and recruitment process.
- b. Refurbishment of Parish Office – RESOLVED: to lay a new floor with better insulation.
- c. Standing Orders and daytime meetings. RESOLVED: To amend the Standing Orders to allow the occasional daytime committee meeting.
- d. Report by Cllr. N. Moore on proposed new format for Council meetings. It was agreed that meetings should remain once a month, however, this could mean more Committee and Workstream meetings in a month, also that important items should be moved earlier in the Agenda. Cllr. S. Moore and Cllr. N. Moore to meet and discuss the workings of the new format.

9. Neighbourhood Plan (Standing Item)

- a. Update on progress. A letter has been sent to Rother. The final version has been drafted and has gone to the Steering Group. The Plan will be brought to the March meeting to be signed off, then it will go to the Inspector.

10. Planning (Standing Item)

- a. Strand Meadow. Cllr. N. Moore to draw up a draft response to the Architects' Presentation.
- b. It was agreed the meeting with Cllr. Prochak from Rother had been very informative, and the members thanked her for her time.
- c. Footpaths update. Cllr. Rees and Cllr. Wraight agreed to help with footpaths.

11. Environment and Maintenance Workstream.

- a. Down Meadow. The Clerk to contact Mr. Davison for advice. When received the advice to be considered at a separate Full Council meeting – the issue must be resolved.
- b. Lime Trees –The Report from Cllr. Chapman recommended that a standard maintenance schedule must be applied to all the Lime Trees, by the Council if necessary, however the adopters would be encouraged to plant low growing

plants around the base of the trees. RESOLVED: The Clerk to write to all adopters and advise that the standard maintenance schedule must be adhered to; if the trees are not maintained by the adopter then the Council will arrange for the tree to be tidied/pollarded.

- c. Application for new Grit Bin at Highfields – RESOLVED – New Grit bin to be installed.
- d. Wild About Burwash. Stargazing Event. Over 70 tickets had been sold for the event.
- e. Maintenance of War Memorial – It was felt that in the future a breakdown of the costs could be requested. RESOLVED: The Parish Council to pay £200 annually to the Royal British Legion for the care of the flowers at the Memorial.

12. Traffic and Transport Workstream.

Burwash Carparks update. Cllr. S. Moore to write report for next meeting.
Willingford Lane. See SLR Report.

13. Community and Communications Workstream

- a. Cllr. Newman was elected Chair. Love Burwash Day had been set at 28th March, and this would be publicised.
Clerk's Note – The date is now undecided as subsequently Cllr. Newman was advised that BCWRA have arranged their Race Night for 28th March.
Cllr. S. Moore advised Burwash Pottery would sponsor 'Love Burwash Day.'
The setting of the dates for the AGM and the Annual Meeting was postponed until the next meeting
- b. Update on Blue Plaque Scheme – The first three plaques are due to be set up soon- one at Jarvis the Butchers, and one at Waterhouses.
- c. E-Bulletin update. Is proceeding well, thanks to Halina for her efforts.

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

Neighbourhood Plan - Final draft to go to March meeting.
Set dates for AGM and Annual Assembly (May). The AGM is generally held on the 2nd Tuesday of May, for the formal election of Officers, and last year the Annual Assembly was on Thursday 30th May.

The Next Meeting is Tuesday 10th March 2020 at 7.00pm, at the Internet Café, Parish Offices.