

Burwash Parish Council

Minutes of the Meeting

Held on the 10th March 2020 at 7.00pm in the Internet Room, Parish Offices, High Street,
Burwash TN19 7EU

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. R. Franklin, Cllr. J. Kenny, Cllr. N. Moore, Cllr. B. Newman, Cllr. A. Newson, Cllr. B. Wraight, and Cllr. John Barnes.

Public Time. Members of the Public queried:

- a. It was agreed that the advance details of RALC (Rother Association of Local Councils) meetings involving the Neighbourhood Plan should be circulated.
- b. It was noted that the length of time that Mrs. B. McBride served as Chair was incorrect on the Parish newsletters.
- c. Drains. It was noted that many of the drains have been unable to cope with the excessive rain recently, after the wettest February on record. Cllr. Barnes commented that the system is old and needs capital investment. It was decided that the Council should write again to Cllr. Bob Bowdler, (Chair of the Place Scrutiny Committee), copying to Cllr. Claire Dowling (Lead member for Transport & Environment) and Corinne Black (Customer Services Manager ESH). **ACTION:** Cllr. S. Moore.

2. Apologies for Absence:

Apologies were received from Cllr. J. Caulkin, Cllr. T Fox, Cllr. D. O'Neill, Cllr. I. Rees and Cllr. Eleanor Kirby-Green.

Cllr. S. Moore advised that he would act as Chair for the two remaining meetings until the May AGM, when the Parish Council Officials would be elected for the coming year.

3. Disclosures of Interest

Cllr. S. Moore and Cllr. Newman both disclosed an Interest in the Burwash Community Interest Company – a Grant application by this company would be discussed during the meeting.

4. Point of Order from Cllr. N. Moore

Cllr. N. Moore advised he had concerns regarding the fact that Cllr. Franklin was Chair of HR, whilst his wife is Acting Clerk. Cllr. Franklin advised that for both Committees he had only agreed to be Chair, as the other members had been reluctant to take it on. He had contacted Trevor Leggo, who had advised that he should continue as Chair of the Committees until the May AGM, and that there

was no conflict with the Acting Clerk, as she is temporary and not a contractual member of staff. The members agreed to accept this advice.

5. Report from County and District Councillors

Cllr. Barnes advised that the County finances were in good order, although there was an overspend on Child Services. Still no definite date for the resurfacing of the A265 Burwash to Etchingham, should be by end of next Financial Year, 2021, but hoped to be early Autumn. He advised that County Councils were looking to take power from Central Government for road and rail networks. A High-Speed railway along the coast Ashford to Bexhill, with probably Eastbourne and Brighton, was being considered.

Cllr. Barnes spoke of the consultation regarding Bexhill Town Council, and asked the members to support this. The Budget for Rother District Council had been agreed, but there was already an overspend of £600,000.

6. 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 11/2/20.

No Planning Meetings held

Finance Committee Meeting held on 3/3/20

HR Committee Meeting held on 27/2/20

7. Correspondence to the Clerk

The Clerk referred to her report. It was agreed that the direction arrows and the disabled bay in the car park should be repainted; moving the bay should be considered. When the lease was agreed, the whole car park would need to be surveyed to gain best usage of the area.

ACTION: The Clerk to contact the Pollution Officer and push for a solution regarding the foul drains problem at School Hill -it is an unacceptable situation.

ACTION: The Clerk to contact the Burwash Scouts, to see if they would take on the 'Flag Flying' duties at the Kipling Statue.

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

- a. The bank balances at 29/2/20 were: Premium a/c £23,794.15 and Community a/c £32,286.01
- b. Members noted the Statutory Balance Sheet and Income and Expenditure Report, Statement of Earmarked Reserves, Bank Reconciliations. **RESOLVED:** To accept the Management Reports.
- c. The Internet Café income for February was £43.35p.
- d. Jobs for Laurence. Cllr. S. Moore to look for jobs arising from the NP survey. The bollards in the High Street need attention, one may need replacing. The illegible

sign to be removed from the car park side of the Parish Office/Internet Room, as there was now a new replacement sign.

- e. Grant application received from Burwash Community Interest Company for £500 – this would be considered at the end of the meeting.
- f. Members approved the proposed payments schedule:

Payee	Date	Ref	Payment Schedule 10.03.2020			
			Gross	VAT	NET	
EDF	SO		38.00	0.00	38.00	Electricity
Pet Waste Solutions	10/12/20	4799	28.60	4.77	23.83	Dog bin.
Pet Waste Solutions	SO		114.40	19.07	95.33	Dog bins
A Davies Decorating	04.03.20		100.00	0.00	100.00	Additional painting work required
A Davies Decorating	04.03.20		1150.00	0.00	1150.00	Original quote approved in Feb 2020 but will be paid in March
Steve Payne	3.3.20	Inv 3.3.20	760.00	0.00	760.00	office renovations (plasterboard, skirting board, insulation and new floor, align floor levels
SSALC	17.2.20	Inv. 14066	110.00	0.00	110.00	New Clerk induction day 19/2-R. Guernier
Surrey Hills Solicitors	20.2.20	Inv. 3170	720.00	120.00	600.00	Down Meadow advice 20/1 to 20/2
Rother DC	16.12.19	85450096	55.00	0.00	55.00	Rent for hut
Post Office	11/6/19	Postage	19.52	0.00	19.52	Neighbourhood Pan -
Topps Tiles	30/10/19		35.64	5.94	29.70	Ceramic Map
Topps Tiles	31.10.19		42.98	7.17	35.81	Ceramic Map
Wickes	31/1/20	412334680	185.40	20.60	164.80	Shed
S. Groombridge	2/2/20	481	220.00	0.00	220.00	Lay concrete base for shed
Plasterer			50.00	0.00	50.00	Parish Office refurb
Neil (shed erection)			60.00	0.00	60.00	Shed erection.
		Reimburse Cllr. S. Moore			Total	613.54
Mole Country Stores	15/2/20		13.98	2.33	11.65	Padlock for shed
Wickes	14/2/20	418501166	293.00	48.83	244.17	Insulation, flooring for Office
		Reimburse Cllr. Franklin			Total	306.98
Rachel Guernier - exps.	19.2.2020		19.98	0.00	19.98	Travel expenses Clerk Induction Training in Lewes (44.4 miles at 0.45 per mile)
Viking	tbc	quote	77.68	12.96	64.72	Approved in Feb but not yet purchased
Viking	tbc	quote	142.74	23.80	118.94	Kitchen cleaner and 4 ink cartridges for internet café
Royal Mail	tbc	quote	61.00	0.00	61.00	100 2nd class stamps
Traffic and Transport			500.00	0.00	500.00	
Coronavirus provisional funding in case of need			500.00	0.00	500.00	
Salary R. Guernier						Due last working day
Salary S. Franklin						Due last working day
Expenses S. Franklin - mobile phone			10.00	0.00	10.00	
			5307.92	265.47	5042.45	
					5307.92	

Highlighted items are for immediate payment

RESOLVED – The Payment Schedule was approved.

- g. 20mph Project. An advance authorisation of £500 had been requested if an additional Feasibility study was required from ESH. **RESOLVED:** This was approved.

9. Finance and Administration Workstream

- a. Recruitment of New Clerk. The adverts had been placed with the Clerks of the neighbouring parishes and through the E-Bulletins of Burwash and Etchingham. Interviews will take place in the evening of Thursday 26th and the morning of Friday 27th March, with an HR Committee Meeting following soon after the morning interviews to appoint the new Clerk. The interview panel will consist of Cllr. Fox, Cllr. S. Moore and Cllr. N. Moore. Cllr. J. Kenney may also attend. There are 3 interested people so far.
- b. Refurbishment of Parish Office – The Administrator advised the redecoration had been completed, now awaiting new carpet and office furniture.
- c. End of Year and Internal Audit. The timetable for the AGAR (Annual Governance & Accountability Return):
 - i. Rialtas booked for preparation of Year End accounts 21st April.
 - ii. Mulberry & Co booked for Internal Audit 22nd April (previous year's accountant had been unable to come before the end of May).
 - iii. The Annual Governance Statement needs to be put to Full Council at the April meeting to be formally agreed and signed.
 - iv. The Council to authorise the commencement date for the exercise of public rights, set by the RFO.
 - v. The completed AGAR pack to be sent to the External Auditor.
 - vi. Before 1st July (date to be confirmed) completed AGAR pack to be published by Burwash Parish Council.
 - vii. Before 1st October (date to be confirmed) notice of conclusion of Audit to be published by Burwash Parish Council, with appropriate Reports and Certificate.

This year's AGAR pack is expected by end of March.
- d. Use of Credit/Debit card. The Clerk to investigate the Council having a prepaid card to use for Council expenditure to avoid the use by members and staff of personal cards, and to contact Anna Beam or Trevor Leggo of NALC/SSALC for advice.
- e. The Administrator reported on the New Clerk Induction Day Training that she had attended. It was agreed that she should put into action any issues highlighted.

10. Community and Communications Workstream.

- a. Love Burwash Day. **ACTION:** The date should be changed from March 24th to April 4th. Cllr. Newman would check on items already held (high viz jackets and litter picking tools) stored in the shed. At a recent BCWRA meeting, the owner of Ashdown House, Burwash Common, had granted permission for the hedge, at present obstructing the pavement, to be severely cut back for safety reasons. Members of BCWRA had volunteered to do the work but had asked the Council to fund the skip. **RESOLVED** As part of the annual 'Spring Clean', the Council would pay for the skip, estimated at £150 plus VAT.
- b. VE75 Commemorations. Waiting for local organisations to confirm their plans.

- c. Parish Assembly and AGM. The AGM is held on the May meeting (12th May), **ACTION:** The Clerk to contact the Village Hall for availability from 19th to 21st May for the Parish Assembly.
- d. Internet Room. At present, the Councillors on the Internet Room Liaison Committee are Cllr. Caulkin and Cllr. Rees. **ACTION:** The Clerk to contact them to confirm their availability for a meeting to discuss the plans for the redesign proposed by the volunteers at the Internet Room.
- e. Communication by the public with Councillors. It was agreed that it is not necessary for the Councillors' personal mobile details to be made available on the website, as there is a Parish mobile phone which the Clerk looks after for the public to call/text, the newly refurbished Parish Office will soon be open 3 times a week.

11. Neighbourhood Plan (Standing Item)

A letter had been received from Rother, no attempt to resolve our issues, simply re-establishing their position. The members of the steering committee also considered the tone of a letter received to be an unacceptable way to write to volunteers, bordered on bullying. **ACTION:** An EGM would be held to formally accept the Neighbourhood Plan.

12. Planning (Standing Item)

- a. Strand Meadow. No Planning Application has as yet been submitted by the developer. A copy of the feedback from the presentation and consultation had been sent to Rother.
- b. Footpaths update. It was noted that the Ramblers Association had issued an appeal that all footpaths must be noted within the next 2 years.
- c. Cllr. Moore spoke of his presentation to the recent meeting of the BCWRA. The owners of the sites at Ashdown (old nursing home) and Higher Nature talked of the possible development of their sites, and Cllr. Moore spoke about the potential site at Clover Leys and its problems. He had received feedback at the meeting, as he considered it to be important to be involved with the community from an early stage with potential development sites.

13. Environment and Maintenance Workstream.

- a. Down Meadow. Awaiting final document from Rother for the Solicitor. **ACTION:** Once final legal advice had been received from the Solicitor, an EGM would be called to determine the Council's position.
- b. Lime Trees. **ACTION:** The Clerk to meet with Cllr. Chapman to draw up complete list of adopters.
- c. Dog fouling in High Street. The need for additional dog bins at Foots Lane and Shrub Lane was discussed. **ACTION:** The Clerk to contact Pet Waste Solutions to ask for details of bins already invoiced and to negotiate charges going forward.

- d. Grasscutting in Urban areas (including Hornbeam). Cllr. Kenny advised he would be attending a meeting on Wildflower verges in Burwash Parish and would then discuss the maintenance requirements with the Clerk.
- e. Wild About Burwash. The Stargazing Event had been very successful and Cllr. Kenny thanked the Council for their donation of £100. They hoped to be able to hold the event again in the future. The next meeting would be 22nd April at The Bear – talk by Forestry Commission Ranger.

14. Traffic and Transport Workstream.

Burwash Carparks update. Discussion on lease still ongoing, despite pressure from Cllr. S. Moore. Still no survey of drains at the toilets. Joe Powell of Rother had promised action by the end of March.

Willingford Lane/ Bollards on pavement opposite the Wheel Inn. Jack Griffiths, Project Manager had advised the remedial work would be scheduled.

Cllr. S. Moore left the meeting, advising the meeting would be closed after the discussion on the Grant Application. Cllr. B. Newman took no part in the discussion or voting.

- 15.** Grant application from Burwash Community Interest Company for £500. **RESOLVED:** unanimously by the remaining members – to authorise the grant application.

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

Proposed reorganisation and new format of Council meetings to be included in April Agenda for decision.

NALC and SSALC advice re Coronavirus.

There being no further business, the meeting was closed at 8.50pm.

The Next Meeting is Tuesday 14th April 2020 at 7.00pm, at the Pavilion, Burwash Common Playing Fields.