

Burwash Parish Council

Minutes of the Meeting of 14th April 2020

A **Virtual Meeting** of Burwash Parish Council was held on Tuesday 14th April 2020. This **Virtual Meeting** was conducted using Microsoft Office 365 Teams and recorded.

Please note meeting reports are available at:

<http://www.burwashparish.org.uk/minutes-and-reports.html>

Present: Acting Chair – Cllr. S. Moore; Cllr. J. Caulkin, Cllr. C. Chapman, Cllr. R. Franklin, Cllr. J. Kenny, Cllr. N. Moore, Cllr. D. O’Neill, Cllr. B. Newman, Cllr. A. Newson, Cllr. B. Wraight, Cllr. Eleanor Kirby-Green and Cllr. John Barnes.

6 members of the Public requested invitations to join, 4 members attended.

Public Time. A member of the Public queried:

- a. In Planning, could the Parish Council seek to protect the road approaches to avoid unsightly approaches, and he asked that the forthcoming meeting on the application for The Glebe should be aimed at information gathering, rather than decision making. Cllr. Moore responded and agreed that after the meeting, links would be put on the website.

The Chair welcomed the Clerk Designate, Emma Neil, to the meeting, who would be joining the Council on 27th April.

1. Apologies for Absence:

Apologies were received from Cllr. I. Rees.

2. Disclosures of Interest

There were none.

3. Report from County and District Councillors

Cllr. Barnes referred to his report.

Cllr. Kirby-Green sent apologies from Rother District Council on their slow response to Parish Councils to the crisis, but they had been concentrating on Central Services first. They had thanked the Clerks for their prompt response to the crisis. No new Planning Applications were being accepted and the Officers were concentrating on clearing the backlog. Responding to concerns that Developers may try to push through Applications using Delegated Powers, she stated that this would not happen. The Ashwood PIP had been withdrawn, Planning now required a full Planning Application and evidence that the site could not be used as a Commercial site.

Cllr. Barnes and Cllr. Kirby-Green sympathetically spoke of the problems obtaining an agreement to the Neighbourhood Plan, there was still ongoing discussion.

Burwash Parish Council

Minutes of the Meeting of 14th April 2020

4. To Approve the Minutes of the following Meetings:

The minutes of the following meetings were approved and would be signed by the Chair.

Full Parish Council meeting held on the 10/3/20.

Planning Meetings held on 11/3/20 and 25/3/20.

Finance Committee Meeting held on 3/4/20

HR Committee Meeting held on 26/3/20.

As it was a virtual meeting, the Chair advised he would sign the minutes and place them in the letter box at the Parish Office for the Clerk to collect.

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

- a. The bank balances at 31/3/20 were: Premium a/c £23,802.49 and Community a/c £26,329.97
- 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 had been closed due to the current Coronavirus crisis.
- d. Jobs for Laurence. Laurence is unable to work due to the current restrictions. The following were **RESOLUTIONS** from the Finance Committee:
- e. £5,000 to be set aside as an Emergency Contingency Fund for the Coronavirus Crisis.
- f. To apply for a grant of £500 from the New Rural Response Emergency Grant.
- g. Members approved the proposed payments schedule:

| As at 9/4/20 | | | | Payment Schedule 14.04.2020 | | | |
|---------------------|--------|----------|---------|-----------------------------|---------|--|---|
| Payee | Date | Ref | Gross | VAT | NET | | |
| EDF SO | | | | | | | Electricity SO |
| ESALC / NALC | 01-Apr | 702 | 895.22 | 0.00 | 895.22 | | Subscriptions for 2020/21 |
| Uniserve | 01-Apr | UNI24945 | 245.52 | 40.92 | 204.60 | | Qtly Office 365 |
| Laurence | 31-Mar | Inv 015 | 53.32 | 0.00 | 53.32 | | Grass strim, maint & Ins. |
| Pet Waste Solutions | 06-Apr | 5464 | 143.00 | 23.83 | 119.17 | | SO for dog waste bins. |
| Pet Waste Solutions | | | 28.60 | 4.77 | 23.83 | | Dog waste bin |
| | | | | | | | Closed sign for Playground - reimburse Cllr. Newman |
| Instaprint | 06-Apr | | 30.99 | 5.16 | 25.83 | | |
| Rialtas | 01-Apr | SM21445 | 148.80 | 24.80 | 124.00 | | Annual maint. & support. |
| Spy Alarms | 27-Feb | 570700 | 132.00 | 22.00 | 110.00 | | Engineer visit, adjust settings alarm. |
| | | | 1677.45 | 121.48 | 1555.97 | | |
| | | | | | 1677.45 | | |
| Salaries | | | | | | | |
| R. Guernier | 30-Apr | | | | tba | | |
| S. Franklin | 30-Apr | | | | tba | | |
| Exps | | | | | | | |
| S. Franklin | 08-Apr | | 10.00 | 0.00 | 10.00 | | Additional phone top-up - extra usage. |
| " | 19-Mar | | 10.00 | 0.00 | 10.00 | | Regular phone top-up |

Burwash Parish Council

Minutes of the Meeting of 14th April 2020

6. Finance and Administration Workstream

- a. The appointment of Mrs. Neil as Clerk, with effect from 27th April, was welcomed. It was also noted that Rachel Guernier, in her updated role as Assistant Clerk, is working reduced hours to enable her to manage her family commitments due to the closure of schools as a result of the Coronavirus pandemic, using Time Off in Lieu and unpaid leave.
- b. Refurbishment of Parish Office – The refurb has been paused as the Doctor's Surgery are using both the Parish Office and Internet Room as a 'cold site' during the crisis.
- c. End of Year and Internal Audit. The Timetable has been completely changed due to the 'lockdown' process as everyone has had to practice social distancing. The publication date for final, audited accounts is now 2 months later, i.e. 30th November, and the public inspection period must be commenced on or before first working day of September.
- d. Prepaid Debit Card. The Clerk has applied for an Equals card for use by the incoming Clerk.
- e. Restructure of Full Council Meetings. The restructure was discussed, but it was agreed a decision would be difficult in the present circumstances.

7. Community and Communications Workstream.

- a. **CORONAVIRUS** Update. The reports from the Clerk, Cllr. Franklin and Cllr Newman were discussed, and the members thanked them for their efforts in helping with prescription deliveries and maintaining contact by telephone with those who are vulnerable and/or required to isolate. The members will endeavour to apply for suitable grants to support this work.
- b. The effect of the Coronavirus lockdown on the Village Hall and Pavilions/Playing fields. The reports detailing the economic impacts were discussed. Cllr. O'Neill called for Emergency Planning measures, as the situation could last many months, and we need to protect our local facilities. These would be monitored within Community and Communications.
- c. Local Businesses. Members considered a report from Cllr. S. Moore and agreed that for local small businesses and single traders the cash flow situation could now be critical, and the Council needs to encourage local support for our local traders, but we also need to exercise due diligence and beware of endorsing the traders officially. The Local Business Directory set up as a result of the Neighbourhood Plan is 2 years old and needs updating. A Mail shot was discussed and Cllr. Newman will investigate it. Cllr. S. Moore agreed to review and update the current Business Directory. He also advised he wished to withdraw his suggestion within this report for the 'local Community heroes' grant to be awarded at this time. He believes the PC

Burwash Parish Council

Minutes of the Meeting of 14th April 2020

should still introduce a grant award for people in the Community who make a difference but the introduction of this should be deferred until the current crisis is over to allow all of the people involved in works benefitting this community to be considered.

- d. The letter from Rother Clerks to RDC and the reply from RDC was discussed. Cllr. Kirby-Green reiterated that Rother had regretted their shortcomings at the beginning of the crisis and Julie Hollands had been appointed as the Rother Officer dedicated to the Parish and Town clerks.
- e. Notices would still be put on the Board by Cllr. Franklin.
- f. Love Burwash Day, VE75 Commemorations and Annual Parish Assembly all cancelled.
- g. Internet Room. The need for the redesign of the Internet Room was agreed, and Cllr. Franklin would join Cllr. Caulkin on the Liaison Committee. The rooms should be known as the Parish Room and the Parish Office, to indicate flexibility of use.
- h. 'Out of Isolation' Party. It was **RESOLVED** that the Parish Council would support this, and discussions would start, ready for when the Social Distancing restrictions were lifted. It was suggested that this party could include all 3 villages in 1 day, if, for example, it started at The Weald and Common Playing Field and Pavilion as a family afternoon, then progressed to a more adult affair in the Village with music, with transport provided back and forth.

8. Traffic and Transport Workstream.

- a. Cllr. O'Neill advised discussions were progressing with James Vaks of ESH. The invoice for £500 for ESH Feasibility Study had been paid, and he hoped for progress in about 3 weeks. BCWRA would be included in the discussions on the gates.
- b. Yellow Lines. The existing lines had been mapped and a local consultation was planned when possible, to pre-empt the planned East Sussex Review. **RESOLVED** - the Council endorse the proposal to consult the community on yellow lines.
- c. Cllr Wraight advised she had undertaken a video of the hedges and concealed signage which would be sent to the Highways Steward.
- d. Burwash Carparks update. Little progress to report due to current situation.

9. Neighbourhood Plan (Standing Item)

The Steering Group advised they planned to have the Final Document ready for consideration by the Council prior to sending to Rother by the next meeting.

Burwash Parish Council

Minutes of the Meeting of 14th April 2020

10. Planning (Standing Item)

- a. Strand Meadow. Still no action and no Planning Application submitted.
- b. The Glebe. A meeting was planned for 21st April, this would be fact finding, not decision making. Cllr. N. Moore asked that Councillors walk through the Church yard to look at the field where the development was planned.
- c. Footpaths update. Footpath 56a from Willingford Lane had been fenced in by the leaseholder and many complaints had been made to Rights of Way. As it is an SSSI, Cllr. Barnes advised there should be an Enforcement order.

11. Environment and Maintenance Workstream.

- a. Down Meadow. The Solicitor was still awaiting 1 final document but was prepared to give his advice. An extraordinary meeting needed to be arranged to finally decide the way forward for the Council regarding the boundary.
- b. Lime Trees. Because of the current crisis, no progress had been made. The adopters needed to be contacted regarding the maintenance of the trees and the trees needed to be inspected, as some may need attention.
- c. Grasscutting in Urban areas (including Hornbeam). ESH are providing 2 cuts in May and October and Orchard Landscapes will cut in April and June to October.
- d. Wild About Burwash. Meetings were paused until the current restrictions are removed. Members were encouraged to look at Wild About Burwash on What's Ap.

12. Correspondence to the Clerk

The members had read the correspondence. The link to the BBC offer of free DAB radios should be broadcast on Facebook.

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

Restructure of Full Council Meetings and redesign of the layout of the Parish Room (formerly Internet Café).

It was agreed that the Clerk should email the list of Resolutions to each Councillor and that each Councillor should reply registering support or objection.

RESOLUTIONS.

- A. - to accept the Bank Statement and Reconciliation as at 31st March 2020 and the other statements of Forecast of Expenditure.
- B. - to apply for a grant of £500 from New Rural Response Emergency Grants.
- C. - to set aside £5,000 as Emergency Contingency Fund for the Coronavirus crisis.
- D. - to direct any Parish Council resources to the local Community.

Burwash Parish Council

Minutes of the Meeting of 14th April 2020

- E.** - to apply for Equals Prepaid card for the Clerk for spending under £200, any greater amount to be previously approved by the Council.
- F.** - after completion of the Year End accounts, the account balances remaining to be transferred from the Bank Current account to the Savings Account, and allocated to Earmarked Reserves, in particular the Election Earmarked Reserve to be topped up.
- G.** – the minutes for Full Council meeting on 10th March and Committee meetings since then to be signed as approved by the Chair.
- H.** – to approve the Payments Schedule.
- I.** to frequently reassess the financial needs of the Village Hall and Pavilions/Playing Fields during the current lockdown restrictions.
- J.** – to compile a Business Directory of Local Businesses and encourage local support without Council endorsement, using a Mail Shot or other means to ensure up to date entries.
- K.** – to hold an ‘Out of Isolation’ Parish party, which would bring together all 3 villages once the restrictions have been lifted.
- L.** – to endorse the proposal to consult the community on yellow lines.
- M.** – to hold an Extraordinary meeting on Down Meadow and decide the future policy regarding the disputed Leylandii.
- N.** – to purchase Zoom for future Virtual meetings.

There being no further business, the meeting was closed at 8.45pm.

The Next Meeting is Tuesday 12 May 2020 at 7.00pm. This is due to be the AGM, but this will be reviewed, and decided nearer to the date, as will the nature of the meeting and location.