

# Burwash Parish Council

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Minutes of the **Virtual** Burwash Parish Council **Annual General Meeting (AGM)** at 19.00 on Tuesday 12<sup>th</sup> May 2020.

The meeting was conducted using Zoom Meeting Space and was recorded.

Please note: meeting reports are available at <http://www.burwash.org/parish-Council/meeting-reports.html>

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**Members Present:** Cllr. R. Franklin, Cllr. A. Newson, Cllr. B. Wraight, Cllr. B. Newman, Cllr. N. Moore, Cllr. I. Rees, Cllr. J. Caulkin, Cllr. C. Chapman and Cllr. J. Kenny

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## Public Time

- a. Councillors were asked to honour the public consultation on the planning application for The Glebe. Resolution currently included in the minutes of the last Planning Committee to be held until after the public consultation. Any resolution to be presented to Full Council on the agenda of the July meeting. Councillors agreed to review this.
- b. Councillors were asked to consider the possibility of extending the conservation area boundary of Shrub Lane to include the 30mph section. Councillors agreed to investigate the process and include this on the July Planning Committee agenda.
- c. Public thanks were noted to the Village on the celebrations on VE Day 75<sup>th</sup> Celebration.
  - 1. To elect the Chair for the ensuing year.**

Cllr. Kenny nominated Cllr. Franklin.  
Cllr. Newson seconded the nomination.  
The Council were unanimous in electing Cllr. Franklin as Chair.  
Cllr. Franklin accepted the vote and retained control of the meeting.
  - 2. To elect the Vice Chair for the ensuing year.**

Council were requested to nominate for the Vice Chair position.  
No nominations were received. RESOLVE to include in the agenda for the June Full Council meeting.
  - 3. Apologies for Absence.**

No apologies to report.
  - 4. Disclosures of Interest.**

No disclosures of interest received.

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**5. To agree the format of the Full Council Meetings for the ensuing year.**

RESOLUTION to convert all workstreams into Committees. All Committees to be led by a Councillor with formal agenda and minutes submitted to Full Council monthly. Councillors were unanimous in agreeing this resolution.

**6. Accuracy of the minutes of the previous meeting.**

The minutes of the meeting on 14<sup>th</sup> April 2020 were agreed as an accurate record and will be signed by the Chair.

**7. To appoint members for the Standing Committees.**

Councillors unanimously agreed to the table below.

<b>Standing Committees</b>	<b>Councillor Members</b>
Planning	Cllrs. Caulkin, Moore, Newson, Rees, Chapman & Wraight
Finance	Cllrs. Franklin, Moore, Newman, Newson & O'Neill
Human Resources	Cllrs. Franklin, Moore, Kenny & Wraight
Community & Communications	Cllrs. Caulkin, Kenny, Newman, Newson & Wraight
Environment & Maintenance	Cllrs. Kenny, Chapman, Rees & Newson
Finance & Administration	Cllrs. Franklin, Moore, Newman, Newson, O'Neill & Wraight
Traffic & Transport	Cllrs. Caulkin, Franklin, Moore & O'Neill

**8. Minutes from Committees**

- a. Finance & Administration – 05-05-20 – RESOLUTION to adopt.
- b. Planning – 21-04-20 / 28-08-20 – RESOLUTION to adopt with the amendment to The Glebe resolution outlined above.
- c. Human Resources – no minutes to adopt.
- d. Traffic & Transport – 20-04-20 – RESOLUTION to adopt.
- e. Community & Communications – 23-04-20 – RESOLUTION to adopt.
- f. Environment & Maintenance – 29-04-20- RESOLUTION to adopt.

**9. Correspondence to the Clerk.**

Clerk noted correspondence with Etchingam Clerk regarding boundary of Fontridge Lane. Clerk to investigate verge cutting with East Sussex Highways and work with Etchingam on a solution. RESOLVE to report back to Environment & Maintenance Committee.

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## 10. Finance.

- a. Council RESOLVE to adopt the Bank Statement, Bank Reconciliation & other statements of Forecast & Expenditure submitted.
- b. Council RESOLVE to authorize the Clerk with administrative rights to the internet bank accounts.
- c. Clerk reported that the AGAR report will be held over until the next Full Council Meeting in June (see f. below)
- d. Council RESOLVE to complete payment of grants previously agreed by Full Council.
- e. Council RESOLVE to approve the payment schedule submitted.
- f. Council RESOLVE to fully investigate issues outlined in Internal Audit report. RESOLVE to hold approval of AGAR until the report has been corrected and submitted fully.
- g. Council RESOLVE to adopt the 2019/2020 Annual Return Statements. (Rialtas)
- h. Council RESOLVE to agree the date of the Exercise of Public Rights as 31<sup>st</sup> August to 9<sup>th</sup> October 2020.
- i. Council RESOLVE to reappoint the handyman.

As at 01-05-20			Payment Schedule 01-05-2020			
Payee	Date	Ref	Gross	VAT	NET	
EDF Energy	01-May	SO	31.00	0.00	31.00	Electricity SO
Mulberry & Co	01-May	6312	180.00	36.00	216.00	Internal Audit 2019/20
Satswana Limited	01-May	2082	150.00	30.00	180.00	DPO Service Annual Charge
Rialtas	24-Apr	27829	360.00	72.00	432.00	Year End Closedown Online
Uniserve Southeast Ltd	15-Apr	UNI24999	23.00	4.60	27.60	Remote Support Microsoft Teams
Surrey Hills Solicitors	20-Apr	3408	250.00	50.00	300.00	Down Meadow Advice
Pet Waste Solutions	01-May	SO	114.40	0.00	114.40	Dog waste bins
Burwash Playing Field					1500.00	Grant Agreed
Burwash Village Hall					2000.00	Grant Agreed
St. Bartholomews					1500.00	Grant Agreed
St. Philips					1500.00	Grant Agreed
Battle Area Community Transport					1500.00	Grant Agreed
Burwash Scout Group					906.00	Grant Agreed

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B Weald & Common M. Playing Field					1500.00	Grant Agreed
Burwash Bonfire Society					400.00	Grant Agreed
Wild about Burwash					250.00	Grant Agreed
Burwash Community Interest					350.00	Grant Agreed
<b>TOTALS</b>				<b>1108.40</b>	<b>192.60</b>	<b>12707.00</b>
<b>Salaries</b>						
R. Guernier	30-May				tba	
S. Franklin	30-May				tba	
E.Neil	30-May				tba	
Expenses					tba	

## 11. Down Meadow.

Cllr. Franklin updated the Full Council on the current position regarding Down Meadow. Council RESOLVE to hold an EGM to discuss further on 19-05-20. **Clerk to action.**

## 12. Franchise Farm.

Council discussed the issues and incidents relating to Franchise Farm. Council RESOLVE to contact local landowners and invite them to become members of the Environment & Maintenance Committee. **Cllrs. Kenny & Newson to action.**

Council RESOLVE to include information on how to use public footpaths, dogs on leads and livestock on the website, e-bulletin & Burwash Matters magazine. Advice to be sought from landowners on messaging. Advice to be replicated on Burwash social media. **Cllr. Rees to action.**

## 13. Rother Environmental Report.

Council noted their disappointment in the content of the report. Council RESOLVE to speak to RALC to consider a formal response. **Cllr. Franklin to action.**

Council noted the issue with Dark Skies in Burwash. Council RESOLVE to add Dark Skies to Planning Committee agendas for consideration. **Clerk to action.**

Council discussed the promotion of alternative modes of transport & development of footpaths between Burwash and Etchingam including the station. Council RESOLVE to discuss rights of way with landowners. **Cllr. Franklin to action.**

Council discussed resident complaint received regarding footpaths being barred to users. RESOLVE to move footpaths from Planning Committee to Environment & Maintenance. Issue to be discussed further with resident. **Cllr. Kenny to action.**

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## 14. Vacancies.

Council noted the resignation of Cllr. Steve Moore.

Council expressed their sincere thanks for the work and commitment shown by Cllr. Moore during his tenure. As an active member of the community, Mr Moore will continue to input into committees where he retains an interest.

Clerk confirmed that there are 2 current vacancies. Notices are with Rother and on the Parish noticeboard.

## 15. To appoint Councillors to serve as representatives on the following working/steering groups and bodies:

Groups/Bodies	Councillor Members
Neighbourhood Plan	Cllrs. Kenny, Rees, Moore & Newson
Community Hub	Cllrs. Caulkin & Rees
Internet Room Liaison	Cllrs. Franklin & Caulkin
Village Hall	Cllr. Newman
Rother Association of Local Councils (RALC)	Cllrs. Franklin, Kenny & Newson
Rother Transport Action Group (RTAG)	Cllr. O'Neill
Strengthening Local Relationships (SLR)	Cllrs. Franklin, O'Neill & Kenny

## 16. Meeting Dates.

Council RESOLVE to adopt the 2<sup>nd</sup> Tuesday of each month as a Full Council meeting. To be reviewed if necessary.

## 17. Policies and Procedures.

Council RESOLVE to adopt current policies and procedures but commit to reviewing all documents separately on a rolling review cycle to be actioned immediately. A full list of statutory policies to be collated and outlined in the June Full Council Meeting. **Clerk to action.**

## 18. Update on Coronavirus.

It was noted that the prescription service & telephone service was running well. Letter of thanks has been sent to volunteers.

## 19. Date of Next Meeting.

Tuesday 9<sup>th</sup> June 2020, 19.00.

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

- Council noted their thanks to Sylvie Franklin for her work and commitment to Clerking.
- Agenda item – revision of policies & procedures.
- Agenda item – The Glebe update.
- EGM to be scheduled for Neighbourhood Plan.
- EGM to be scheduled for Down Meadow. Clerks Note: EGM set for 19-05-20 at 19.00.

The meeting closed at 20.29.

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Cllr. Robert Franklin  
Chair of Burwash Parish Council