

Burwash Parish Council

Minutes of the **Virtual** Burwash Parish **Full Council** meeting held at 19.00 on Tuesday 13th October 2020.

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

Please note: meeting reports are available at <https://burwashparish.org.uk/council-meetings/>

Members Present: Cllr. R. Franklin, Cllr. B. Wraight, Cllr. B. Newman, Cllr. A. Newson, Cllr. T. Fox, Cllr. J. Kenny, Cllr. D. Stemp, Cllr. I. Rees, Cllr. E. Kirby-Green, Cllr. J. Caulkin, Cllr. A. Stapylton-Smith, Cllr. F. Hosein and Cllr. J. Barnes

Apologies: Cllr. C. Chapman

Members of the Public:

There were 12 members of the public present.

Meeting opened: 19.01

1. Public Time.

Public: M. Lindsay Green, representing the Burwash Common & Weald Residents Association (BCWRA), asked what steps have been taken in the last month to progress the maintenance schedule for Down Meadow.

Cllr. Franklin: Reiterated that the Parish Council is in a legal position with residents bordering Down Meadow and any divulgence of information could jeopardise the legal position of the Council. Cllr. Franklin confirmed that this will remain the position of the Parish Council until the legal dispute has been concluded.

Cllr. Barnes: Suggested that Mr. Green could contact Rother enforcement who will respond directly to a complaint.

Cllr. Franklin: Confirmed that contact has been made with Mark Bright at enforcement regarding the illegal extension of the curtilage and the issue is being dealt with at that level.

Public: Mr. Robert Banks requested an update on the progress being made on the transfer of the Car Park from Rother to the Parish Council. Mr. Banks noted that this was an extremely important issue for the community and that the Parish Council need to ensure a resolution that doesn't include the introduction of car park charges.

Cllr. Franklin: This will be covered at length in agenda item 12 but Rother have contacted the Parish Council with a 'take-it-or-leave-it' offer. Discussions are still taking place with a meeting planned this month to finalise the deal. The expense is the transfer

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of the toilets for the Parish Council and there will be a further negotiation on capital.

Public: Ms. Halina Keep. Want to state that the Burwash E-Bulletin is owned by Burwash Parish Council and edited by Ms. Keep on behalf of the Parish Council. Guidance on content is taken from the Parish Council.

Public Time Ends.

2. Apologies for Absence.

Cllr. Chapman and Cllr. Caulkin. Apologies were noted and accepted by Council.

3. Disclosures of Interest.

No disclosures of interest received.

4. Co-Option of Potential Councillor.

Councillors **RESOLVED** to vote to co-opt Antonia Stapylton-Smith onto the Parish Council. The vote was unanimous.

Councillors welcomed Cllr. Stapylton-Smith.

Action: Clerk to contact Cllr. Stapylton-Smith with the required forms to complete.

5. Reports from District & County Councillors.

Cllr. Kirby-Green confirmed that she would speak to Cllr. Prochak before the Parish Council meeting with Rother on Monday 21st September regarding moving the transfer of the car park forward.

Cllr. Kirby-Green confirmed that on 29th September the responsibility for parking enforcement transfers onto ESCC from the Police. Charges to park will be introduced for Rye, Bexhill and Battle. Charges are being kept quite low and no meters are being introduced for Burwash. Charges will impact Robertsbridge and Etchingham regarding commuter parking.

Cllr. Franklin requested that Cllr. Kirby-Green ask Cllr. Prochak if the car park is transferred to the Parish Council if enforcement through ESCC is still feasible.

Action: Cllr. Kirby-Green to feedback to Cllr. Franklin.

Cllr. Barnes reported that the changes to planning remains the largest issue currently. The October consultation regards zoning and there is still advice to be had around AONB and how this will be viewed.

Cllr. Barnes reported to Council that he has become a non-executive Director of a new Housing Company working on increasing building in the County. Working with small builders with an emphasis on social housing, trying to unblock sites and looking at modern methods of construction.

One issue to note is that Strand Meadow could be viewed as a blocked site currently and may be looked at again for development. Cllr. Barnes confirmed that he would feedback to the Parish Council regarding any movement on Burwash sites.

Cllr. Barnes confirmed that the road between Burwash and Etchingham is being resurfaced.

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Councillors discussed the impact of the Strand Meadow site and reasoning behind the site being undeveloped. Query over whether the independent inspector advised

rejection based on the proposed design of Strand Meadow or the proposed size of development.

6. Accuracy of the minutes of the previous meeting.

The minutes of the previous Full Council meeting 11-08-20 were adopted by Full Council, with a unanimous vote, as an accurate record of the meeting.

7. Neighbourhood Plan.

Cllr. Newson confirmed that the Neighbourhood Plan had now been submitted to the next stage for consultation on 11th September. This will run for 8 weeks until 6th November.

Action: Clerk to get a full update from the steering committee to include the memo for Cllrs. Barnes and Kirby-Green.

8. Finance Committee.

Cllr. Franklin gave a verbal update on the recent Finance committee meeting.

Cllr. Franklin requested members of the Finance Committee **RESOLVE** to accept the minutes of the meeting dated 03-09-20.

Members unanimously agreed to accept the minutes.

- a. Cllr. Franklin requested that Full Council **RESOLVE** to adopt the minutes of the meeting dated 03-09-20.

Councillors unanimously agreed to adopt the minutes.

- b. Resolutions from 03-09-20 meeting:

- i. Full Council unanimously **RESOLVED** to agree the expenditure of £600 (incl VAT) for the Burwash Common & Weald feasibility study.

- c. Full Council **RESOLVE** to accept the bank statement presented as at 31-08-20.

- d. Full Council **RESOLVE** to accept the Income & Expenditure statement presented as at 31-08-20.

- e. Full Council **RESOLVE** to accept the Bank Reconciliation as at 31-08-20.

- f. Full Council **RESOLVE** to accept the Statutory Balance Sheet as at 31-08-20.

- g. Full Council **RESOLVE** to accept the payment schedule presented as at 07-09-20. (Appendix A).

Cllr. Franklin reported that the Finance Committee had agreed the Clerk is authorised to pay invoices presented up to the limit of £500 as per the financial regulations. Clerk to note these items on the payment schedule as paid.

- h. Full Council **RESOLVE** to accept the Equals Card expenditure statement presented as at 07-09-20.

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Cllr. Franklin confirmed that the Clerk now has full access and authorisation for the Equals card.

9. Planning Committee.

Cllr. Rees reported that the current issues surround the new government white paper on planning. Cllr. Newson has been working on the response to the changes in the planning system consultation and the response to NALC.

Cllr. Newson confirmed that a separate communication needs to be made from the Parish Council directly to the consultation.

Action: Clerk to action the response from the Parish Council.

Cllr. Newson confirmed that action was being coordinated to involve Huw Merriman through Save Our Fields.

Cllr. Franklin reported that he attended the most recent Save Our Fields meeting and was pleased to see members from Dallington, Ticehurst and Etchingham joining together to pressure MP's in East Sussex and the Kent border regarding the planning changes.

Cllr. Franklin requested that members of the Planning Committee accept the minutes of the Planning Committee meeting dated 17 & 28-08-20.

Members unanimously agreed to accept the minutes.

Cllr. Franklin requested that Full Council **RESOLVE** to adopt the minutes of the meeting dated 17 & 28-08-20.

Councillors agreed unanimously to adopt the minutes of the meeting.

- a. Council RESOLVED to agree and adopt the paper submitted regarding the planning changes prepared by Cllr. Newson to be submitted to NALC.

Cllr. Newson requested that each Councillor also provide their own individual responses to the consultations.

Cllr. Franklin confirmed that detailed information on how to respond and who to respond to will be shared with the Burwash community through the recommendations from the Save Our Fields meetings and will go through the e-bulletin and will feature on the Parish website.

Cllr. Kenny reported that there is also the CPRE response which will be circulated to councilors and Save Our Fields.

MEETING PAUSED: 19.38

Mr. Banks confirmed that he had responded to the CPRE consultation today and that is it quick to complete and suggests the Clerk sends it to Councillors.

MEETING RESUMED: 19.44

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- b. Cllr. Franklin confirmed that a reply has been received from the conservation boundary officer and that Rother were prepared to look favorably at the extension to include prospect cottages, when work load permitted, but were not inclined to favour any extension to the west.

10. Community & Communications Working Party.

Cllr. Newman gave Councillors a verbal update on the last meeting.

Cllr. Franklin requested that members of the working party accept the minutes of the Community & Communications meeting dated 01-09-20.

Members unanimously agreed to accept the minutes.

Cllr. Franklin requested that Full Council **RESOLVE** to adopt the minutes of the meeting dated 01-09-20.

Councillors agreed unanimously to adopt the minutes of the meeting.

- a. Cllr. Newman requested that Full Council **RESOLVE** to agree and adopt the wording and format of the submitted letter to the parish.

Cllr. Newson queried the inclusion of the costing for the proposed traffic speed limit changes. Cllr. Newson requested that before the letter is sent, actual figures need to be obtained from ESCC highways.

The Clerk noted that at this point actual figures aren't available and further consultation will be sought after the match-funding has been completed.

Full Council **RESOLVED** to agree to the working and format of the parish letter.

Action: Clerk to arrange for printing and sending of the parish letter before the end of September.

- b. Cllr. Newman reported that the flagpole situated by the Kipling statue is broken. A resolution to remove the flagpole and suspend the flag flying was agreed at the Community & Communications meeting on 01-09-20.

Action: Cllr. Franklin to request the handyman remove the flagpole.

11. Environment & Maintenance Working Party.

Members of the working party were asked to accept the minutes of the meeting dated 02-08-20.

Members unanimously agreed to accept the minutes of the meeting.

Full Council were requested to **RESOLVE** to adopt the minutes of the meeting dated 02-08-20.

Councillors agreed unanimously to adopt the minutes of the meeting dated 02-08-20.

- a. Cllr. Kenny noted that High Weald have arranged for a meeting with the landowners regarding the SSSI footpath and a resolution should be within 2 weeks.

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Cllr. Franklin noted that he had passed onto Cllr. Kenny a resident complaint regarding the footpath by The Glebe. Cllr. Kenny confirmed that he is liaising with East Sussex regarding signage.

- b.** High Weald Pilot update. Cllr. Kenny noted that there has been no movement on this since the last meeting.

Cllr. Newson reported that Peter Miles, former Chair of Mountfield has set up a Conservation Society looking at getting parishes together regarding dark skies, verge cutting, etc. Cllr. Newson to feedback to Council once it has been set up.

12. Traffic & Transport Working Party.

Cllr. Franklin reported that Mr. Declan. O’Neill has agreed to Chair the working party until a Councillor is available to become Chair.

Cllr. Franklin will feedback on the working party to Full Council.

The working party remains active in pushing forward with the 20mph speed limit.

The speed survey is being conducted from 11th September at the East end of the village.

Mr. Ian. Tingley from ESCC Highways has emailed a further report regarding a potential pedestrian crossing indicating that the crossing point at The Bell and Church won’t be viable due to pavement width.

Cllr. Franklin noted that there was agreement at the Finance Committee not to budget for a pedestrian crossing in the budget precept for next year.

Councillors discussed the costings for the proposed traffic works noting concern over high figures being quoted.

Action: Cllr. Kirby-Green to speak to Cllr. Barnes regarding the costings of the projects to gain clarity.

Cllr. Franklin requested that members of the working party accept the minutes of the Traffic & Transport working party meeting dated 01-09-20.

Members unanimously agreed to accept the minutes.

Cllr. Franklin requested that Full Council **RESOLVE** to adopt the minutes of the meeting dated 01-09-20.

Councillors agreed unanimously to adopt the minutes of the meeting.

- a.** Feasibility study expenditure previously agreed under item 8.b.i.
- b.** Cllr. Franklin updated the Council on the status of the car park transfer. Further meeting with Rother scheduled for 21-09-20.
- c.** 20mph speed limit – discussed by Council above.
- d.** Business Plan update (Match Funding) – The Clerk reported that the forms had now been received and it was being formatted and completed with Mr. O’Neill. Clerk to report back to the next Traffic & Transport working party.
- e.** Highway Maintenance Report – Cllr. Franklin updated Council on the intention to bring the report compiled by Mr. Green and Mr. Richardson to the ESCC Scrutiny Committee.
Clerk noted that the date and process are being sought in conjunction with advice from Cllr. Barnes.

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Full Council **RESOLVE** to agree to submit the highway maintenance report to the next available ESCC Scrutiny Committee.

13. Business Plan Review.

Cllr. Franklin noted that Council need to review the business plan written at the beginning of this Council to feed into the budget and precept request for next year. The Clerk confirmed that the deadline for confirming budget streams is November.

Action: Chairs of Committees and Working Parties to place this on the agenda for their next meeting.

Action: Clerk to place Budget 2021/22 on the agenda for the October meeting.

14. Defibrillator Warranty & Replacement.

Cllr. Franklin reported to Council the notice that the defibrillator at the village hall has now run out of warranty and needs replacement.

Parish Council have been notified that there is a share and replace scheme that means a replacement can be obtained for £650.00 + VAT.

Full replacement will be needed every 5 years moving forward.

Action: Clerk to write to the Village Hall to request a contribution towards this and any ongoing cost.

Action: Clerk to seek medical advice from the surgery regarding having the defibrillators in the village.

15. Internet Room & Help Facility.

Cllr. Franklin informed Council that the Internet help facility in the Parish Rooms has been closed by Mrs. Lesley Elmslie who led the facility.

Two volunteers have come forward who would like to continue to offer help to parishioners.

Full Council **RESOLVE** to explore alternative IT help solutions to be hosted in the Parish Rooms.

Cllr. Newman noted that the Parish Rooms should be laid out for meetings so that the space being used remains a business facility for the Council.

Cllr. Franklin reported that the doctor's surgery has asked to use the Parish Rooms for their autumn flu clinic. This has been agreed and the schedule will be circulated once received.

Action: Clerk to set up meeting with IT volunteers. *Completed.*

16. Policies & Procedures.

Clerk noted that there are no policies to review this month, but a full review of Parish Council Standing Orders will be placed on the agenda for the October meeting.

17. Correspondence to the Clerk.

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Clerk circulated the correspondence report. Council **RESOLVED** to accept the correspondence and the solutions where completed.

Clerk reported that notice has been received that the previously agreed speed survey to the east end of the village will be £820 + VAT not the reported £410 + VAT due to 2 speed limits being surveyed.

Full Council **RESOLVE** to agree the additional expenditure for the speed survey.

Clerk reported that the annual insurance invoice is due (£1,657.85) by 1st October 2020. This is the final year of the previously agreed 3-year contract.

Full Council **RESOLVE** to agree to the final annual instalment for insurance and the expenditure of £1,6873.85.

Action: Clerk to make the above payments.

18. Vacancies.

The Clerk confirmed that there is now one vacancy on the Parish Council. Advertisements to continue to fill this vacancy.

19. Items for noting or including on the future agenda.

- Standing Orders review.
- Environment Policy review.
- Planning reforms update.
- Budget 2021/22.

20. Date of next meeting.

Tuesday 13th October 2020 – 19.00.

Meeting Ends 20.39

X

Clr. Robert Franklin
Chair of Burwash Parish Council

Appendix A

As at 01-09-20	Payment Schedule 01-09-2020					Description	Status
Payee	Date	Ref	Net	VAT	Gross		
EDF Energy	01-Sep	DD	31.00	0.00	31.00	Monthly Direct Debit for electricity	PAID
Pet Waste Solutions	01-Sep	SO	95.33	19.07	114.40	Pet waste collection service	PAID
Pet Waste Solutions	01-Sep	SO	23.83	4.77	28.60	Additional Pet Waste Bin	PAID
Steve Moore Refund	01-Sep	I. Banking	80.00	16.00	96.00	Refund to Steve Moore for Blue Plaque stickers	

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L. Worton	31-Aug	I. Banking	111.41	0.00	111.41		Handyman invoice includes office equip	
Came & Company	18-Aug	I. Banking	1485.58	172.27	1657.85		Annual Parish Insurance	
Equals Card								
EE	13-Aug		20.00	0.00	20.00		Clerk mobile top up	PAID
EE	20-Aug		30.00	0.00	30.00		Clerk mobile top up	PAID
TOTALS								
			1877.15	212.11	2089.26			
Salaries								
R. Guernier	31-Sept		0.00	0.00	tba			
E. Neil	31-Sept		0.00	0.00	tba			
Nest Pension	28-Aug	DD	78.75	0.00	78.75		Pension Contributions August 2020	
HMRC	07-Sep		310.19	0.00	310.19		Month 5 Tax & NI Contributions	PAID
Expenses								
<i>None to report</i>								