

Burwash Parish Council

Minutes of the **Virtual** Burwash Parish **Full Council** meeting held at 19.00 on Tuesday 9th June 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. Wraight, Cllr. Rees, Cllr. Newman, Cllr. A. Newson, Cllr. Moore, Cllr. Caulkin, Cllr. Chapman, Cllr. Fox, Cllr. O’Neill, Cllr. Kenny and Cllr. Barnes

Cllr. Franklin, Chair of The Parish Council, outlined to all attendees the structure of the meeting and clarified the Council’s position on Public Questions. Members of the Press and Public are welcome to attend Council meetings and can ask questions at the beginning of the meeting in a 15-minute timeslot allocated and published on the meeting agenda. If members of the Press or Public wish to discuss something that is on the agenda, Councillors will hear the question but not discuss the item until that agenda item is reached in the meeting. If members of the Press or Public wish to discuss something that is not on the agenda, the Clerk will note the issue and it will be placed on the agenda for the next Full Council meeting. If members of the Press or Public require a response on the item raised, then the question should be emailed to the Clerk prior to the meeting.

Meeting opened: 19.04

There were 7 members of the public in attendance.

1. Public Time.

Public: Would like to ask is the Chair of the Parish Council has authority to implement this system on Public questions. It used to be that the Public can approach the Council at these meetings to aid and improve transparency. I believe that you are wrong in your reflections and will email the Chair separately to advise further as to why. Secondly the Neighbourhood Plan is on this agenda to discuss but no documents are available on the website.

Cllr. Moore: There is an EGM taking place on Thursday 11th June to specifically discuss the Neighbourhood Plan. The draft plan and summary is available on the website under that meeting. The agenda item for this meeting is to purely update Councillors on the progress and will not be a full discussion as that will take place on Thursday.

Public: This is where there is a problem with the Parish Council. Items on the agenda are stated with not detail or issue that needs to be discussed against them allowing

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circular discussions to take place and no resolution. I would invite the Chair, Vice-Chair and Clerk to place more details issues on the agenda under the item headings to enable Councillors to know what they are looking to discuss in advance.

Clerk: Agreed. As custodian of the agenda further details will now be placed under the subject headings as outlined in the Public comments above. Action: Clerk to look at for the next Full Council agenda in July.

Cllr. Rees: Could I suggest that if members of the public are looking for a response to a question then it would be advisable to email the Clerk with the question in advance of the meeting.

Cllr. Barnes: The rules have changed with 3 clear differences. 1). The Clerk is the custodian of the agenda. The Clerk is the only person who acts on behalf of Councillors. The Clerk does consult with the Chair to prepare the agenda but essentially, it's the Clerk's agenda. 2). It is right and proper that notice is required if an answer is needed to any question given by the Public. 3). No 'any other business' is permitted. If an issue is raised that isn't on the agenda, then it is placed on the agenda for the next meeting.

Public Time Ends.

Report from District & County Councillors:

Cllr. Barnes reported: County and District information has been widely reported to Council. County are providing more support to care homes. Both local and district councils will run into problems unless there is more money pledged by the Government. Both councils are looking at a mid-year deficit, Rother at 2.5 million and County 20+ million pounds. Government are to review local government finance with a possibility that there will be local government reform to follow.

Cllr. Moore: Do District and County Councils have enough cash reserves?

Cllr. Barnes: Yes, no immediate problems. Both have good reserves with ample for the immediate future. Could be building problems for years ahead by using reserves. Rother are running at an annual deficit.

2. Apologies for Absence.

Cllr. Eleanor Kirby-Green. Apologies were noted and accepted by Council.

3. Disclosures of Interest.

No disclosures of interest received.

4. New Format of Meetings.

Cllr. Franklin reminded Councillors of the new format of accepting minutes of Committees and Working Parties with any resolutions to be brought to Full Council.

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Chair requested that agenda item 5 be moved to the end of the meeting due to the confidential information included in the previous EGM on Down Meadow. Councillors **RESOLVE** to agree.

5. Accuracy of the minutes of the previous meeting.

Moved on the agenda to after item 13.

6. Neighbourhood Plan.

Cllr. Moore reported to Council that the plan is in its final draft form and that the full plan would be presented at the EGM taking place on Thursday 11th June 2020. The plan is available for Councillors to preview both on the website and Council SharePoint system.

Chair requested that agenda item 11 be heard next due to the amount of information the Traffic & Transport Work Stream needed to discuss. Councillors **RESOLVE** to agree.

11. Traffic and Transport.

a. Cllr. O'Neill presented the minutes from the Traffic & Transport Workstream meeting to Council. Council **RESOLVE** to accept the minutes.

b. & c. Cllr O'Neill outlined the current progress of the 20mph projects, the car park lease and the yellow lines subgroup. All linked in the Feasibility Study received from East Sussex highways.

Cllr. O'Neil reported that the Feasibility Study is largely supportive of the initiative. Strengthening Local Relationships (SLR) meeting is in the process of being set up with East Sussex Highways to progress everything.

Clerk reports that this is now set for 24-06-20 at 2pm.

Cllr. O'Neill reported that a meeting with Rother has been set for 12-06-20 with Rother to discuss the car park lease. Not much progress has been made since lock down.

Action: Cllr. O'Neill to report back to Council on this at the July Full Council.

Action: Clerk to place the car park lease on the July Full Council agenda.

Cllr. O'Neill noted that East Sussex replied today to his email requesting a delay in the repainting of yellow lines until the Burwash consultation had been completed. Council were unaware that ESCC has run a consultation and more clarification is needed.

Cllr. O'Neill reports that an email requesting clarification has been sent to ESCC 10-06-20.

Cllr. Moore requested Council agree the proposed survey on Yellow Lines. Council **RESOLVE** to agree unanimously.

Cllr. O'Neill requested Council agree to delegating the 20mph initiative to the Traffic & Transport subgroup. Council **RESOLVE** to agree unanimously.

Cllr. Kenny requested that the Traffic & Transport subgroup ensure that when looking at crossing possibilities consideration is given to the Dark Skies policy.

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Cllr. Wraight requested that the Traffic & Transport subgroup ensure that when looking at yellow lines and parking, consideration is given to pollution at pinch points in the high street.

7. Finance Committee.

- a. Finance recommended to Council the minutes of the meeting 02-06-20. Council **RESOLVE** to accept the recommendations within the minutes.
- b. Cllr. Franklin read out the AGAR statements in section 1. The Council **RESOLVE** unanimously to agree that:

1). YES – We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. (This authority prepared its accounting statements in accordance with the Accounts and Audit Regulations.)

2). YES – We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. (This authority made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.)

3). YES – We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. (This authority has only done what it has the legal power to do and has complied with Proper Practices in doing so.)

4). YES – We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations. (This authority during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.)

5). YES – We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. (This authority considered and documented the financial and other risks it faces and dealt with them properly.)

6). YES – We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. (This authority arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.)

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7). YES – We took appropriate action on all matters raised in reports from internal and external audit. (This authority responded to matters brought to its attention by internal and external audit.)

8). YES – We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. (This authority disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.)

9). Not applicable.

- c. AGAR – section 2. Accounting Statements. Council **RESOLVE** unanimously to accept the figures within section 2 of the AGAR.
- d. Council **RESOLVE** unanimously to accept the following payment schedule and authorise payment as outlined.

As at 01-06-20		Payment Schedule 01-06-2020				
Payee	Date	Ref	Gross	VAT	NET	
HMRC	June	Tax	tba	0.00	tba	NI & Tax
BT	14-May	Phone	172.40	43.10	215.50	Landline
Uniserve	13-May	UNI25153	30.00	6.00	36.00	SharePoint Help
Surrey Hills Solicitors	19-May	3507	325.00	65.00	390.00	Down Meadow Interim Invoice
Equals Card	28-May	FFX4517	10.00	2.00	12.00	Platform monthly payment
Lawrence Worton	31-May	016	362.85	0.00	362.85	2 x grass cuts & bollard painting
Orchard Landscapes	30-May	1442	487.20	97.44	584.64	Grasscutting to quotation Q1188
Pet Waste Solutions	01-Jun	5648	95.33	19.07	114.40	Dog Waste Collections
Pet Waste Solutions	01-Jun	5650	23.83	4.77	28.60	Additional Dog Waste Bin collection
Grants						
Burwash Pavillion			520.00	0.00	520.00	Wifi - internet connection
Equals Card						
Zoom	25-May		11.99	2.40	14.39	Additional user & change of card details
EE Top Up	25-May		10.00	0.00	10.00	New sim card set up
EE Top Up	25-May		10.00	0.00	10.00	Additional top up for Parish phone
TOTALS			2058.60	239.78	2298.38	
Salaries						
R. Guernier	30-Jun				tba	
E.Neil	30-Jun				tba	
Expenses						
S.Franklin					14.39	Zoom Monthly Charge - final

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8. Planning.

- a. Cllr. Rees, Chair of Planning Committee, presented the minutes of the meetings held on 14-05-20 / 26-05-20 and 05-06-20. Council **RESOLVE** to accept the minutes.
- b. Cllr. Moore noted that the resolution to adopt a position on the Glebe House site should be held until a final planning application has been agreed. Council **RESOLVE** to agree that no position will be noted until the planning application has been brought in full to the Planning Committee and presented to Full Council.

9. Community & Communications.

- a. Cllr. Newman, Chair of Community & Communications Working Party, presented the minutes of the meeting held on 14-05-20. No resolutions to bring to Full Council. Council **RESOLVE** to accept the minutes.

10. Environment & Maintenance.

- a. Cllr. Kenny, Chair of Environment & Maintenance Working Party, presented the minutes of the meeting held on 26-05-20. No resolutions to bring to Full Council. Council **RESOLVE** to accept the minutes.
Cllr. Kenny noted to Council the possibility of a problem with the footpath by Willingford Bridge. **Action:** Cllr. Kenny to report back to Full Council at the July meeting. **Action:** Clerk to place on the agenda for the July Full Council meeting.

11. Traffic & Transport (please see page 3).

12. Policies and Procedure.

Clerk presented to Council a list of policies (see appendix A) that need to be placed into a review cycle and updated annually. Councillors asked to volunteer to assist in the initial document review.

Cllr. Wraight volunteered to review the Disciplinary & Grievance Policy and the Whistleblowing policy.

Cllr. Kenny volunteered to review the Environmental Policy.

Cllr. Newman volunteered to review the Media & Social Media Policy.

Action: Clerk to email current documents to Councillors.

13. Correspondence to the Clerk.

Clerk circulated the report. All issues resolved. Council **RESOLVED** to accept the correspondence and the solutions outlined.

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

- i. Website and app update. Cllr. Caulkin.
- ii. Bio diversity report and costings. Cllrs. Kenny & Newson.
- iii. SSSI. Cllrs. Kenny & Newson.
- iv. Vice Chair election. Clerk.
- v. Pub update. Cllr. Caulkin.
- vi. Vacancies.
- vii. SLR meeting feedback. Cllr. O'Neill.
- viii. Rother Car Park meeting feedback. Cllr. O'Neill.

5. Accuracy of the minutes of the previous meeting.

- a. The Clerk presented the minutes of the AGM Council meeting held on 12-05-20. Council **RESOLVE** to accept the minutes as an accurate record of the meeting.
- b. The Clerk presented the minutes of the EGM Council meeting regarding Down Meadow held on 28-05-20. Council **RESOLVE** to accept the minutes as an accurate record of the meeting.

Meeting Ends 20.26

X

Cllr. Robert Franklin
Chair of Burwash Parish Council

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Appendix A



LIST OF POLICIES FOR PARISH COUNCILS

1. Standing Orders
2. Financial Regulations – [Cllr. Newson](#)
3. Code of Conduct
4. Disclosure of Interests
5. Complaints Procedure
6. Document Retention Policy
7. GDPR / Privacy Policy
8. Environment Policy – [Cllr. Kenny Environment & Maintenance Committee](#)
9. Freedom of Information Policy
10. Grant Awarding Policy
11. Health & Safety Policy
12. Equal Opportunities Statement
13. Disciplinary Policy – [Cllr. Wraight](#)
14. Whistleblowing Policy – [Cllr Wraight](#)
15. Bribery & Acceptance of Gifts and Hospitality
16. Risk Management Policy
17. Committee terms of reference – [Committee responsibilities \(nearly all completed\)](#)
18. Co-option Policy
19. Expenses Policy
20. Email and social media policy – [Cllr. Newman Community & Communications Committee](#)