

Burwash Parish Council

Minutes of the **Virtual** Burwash Parish **Full Council** meeting held at 19.00 on Tuesday 14th July 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. Kenny, Cllr. Kirby-Green and Cllr. Barnes

Members of the Public:

There were 6 members of the public present.

Meeting opened: 19.04

1. Public Time.

Public: Ms. Jacqueline Bird, Chair of the Burwash Common & Weald Residents Association (BCWRA), thanked Cllr. Franklin for answering the submitted questions on Down Meadow and the proposed village gates. Ms. Bird noted that the Residents Association are very happy to work with the Parish Council and other local groups and that if they can assist the Parish Council, they are happy to help. Council thanked the Burwash Residents Association.

Public: Mr. Robert Banks confirmed that Save Our Fields have notified local groups, including the Parish Council, of a meeting with the developers of the Ashwood House site on 15-07-20. Mr. Banks asked if there were any Council members who would like to attend the meeting or if the Parish Council would like to ask any specific questions regarding the development of the site.

Cllr. Franklin: Councillors will be attending as individuals to the site meeting. Council have agreed that the full application of the site development will come to the Planning Committee and will be considered then.

Public: Mr. Banks noted that he felt that this was a missed opportunity for Council to raise any concerns prior to the full application being made.

Cllr. Moore: Confirmed that he would be attending the site visit meeting. Concerns were site overdevelopment, the impact of parking and the use of the vacant building credit.
Action: Mr. Banks to contact Cllr. Moore regarding more detail on the vacant building initiative.

Public: Ms. Bird confirmed that Mr. Banks had sent the invitation to join the developers site meeting to the Residents Association. Mr. Bird stated that this had been circulated to members but noted that the Residents Association does not comment on individual planning proposals, they are a neutral organisation.

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Public Time Ends.

Chair requested that item 14 on the agenda be moved to item 1. Council agreed.

14. Councillor Vacancies.

Cllr. Franklin reported to Full Council the resignation of Cllr. Declan O'Neill. Council thanked Cllr. O'Neill for his work and commitment since appointment.

Action: Clerk to action vacancy notice to Rother & Parish noticeboard. **Completed.**

Cllr. Franklin welcomed Fiona Hosein and Dominie Stemp to the meeting. Cllr. Franklin asked Council to **RESOLVE** to agree both new members for co-option onto the Parish Council against the previously circulated CV's. Council unanimously agreed to co-opt.

Action: Clerk to contact both new Councillors and arrange for formal paperwork to be completed.

Cllr. Moore & Cllr. Rees reported that they had not received the CV's on new Councillors.

Action: Clerk to investigate the email problem and report back to Council.

2. Apologies for Absence.

Cllr. Fox. Apologies were noted and accepted by Council.

3. Disclosures of Interest.

No disclosures of interest received.

4. Reports from District & County Councillors.

Cllr. Kirby-Green noted that Rother were running a normal service again with enforcement now running as normal.

Cllr. Franklin requested that Cllr. Kirby-Green speak to enforcement with regards to the ongoing situation at Down Meadow.

Action: Cllr. Kirby-Green to speak to enforcement and feedback to Cllr. Franklin.

Cllr. Kirby-Green expressed surprise that the Parish Council were contacting enforcement again regarding the hoardings at Strand Meadow. Enforcement are clear that there is nothing to enforce at the site. A note had been sent to Sarah Shepherd regarding changing the colour of the hoardings so would chase the completion of the colour change.

Cllr. Rees noted that the colour had been changed, the continuing issue is that of the signage which is not in line with the High Weald design guidelines.

Action: Cllr. Kirby-Green to email Sarah Shepherd at enforcement and Mark Bright the developer regarding the sign and feedback to Council.

A new group has been set up by Rother to look at regeneration of business in the region. Parish Councils will be asked to input into and attend this group.

Cllr. Barnes confirmed that the Public Health bulletins containing information on deaths due to Covid-19 can be circulated by the Clerk to Councillors but that they were not intended for wider circulation.

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Cllr. Barnes reported that that deaths due to Covid-19 remained low in both Hastings and Rother and both areas were tracking below the normal 5-year trend for annual deaths.

Cllr. Barnes highlighted the overspend at Rother for this year and that the core offer was being reviewed.

Cllr. Barnes noted that 2 reports on children's mental health had been conducted and are now available.

Action: Clerk to load reports onto SharePoint and advise Councillors of availability. **Completed.**

5. Accuracy of the minutes of the previous meeting.

The minutes of the previous Full Council meeting 09-06-20 were adopted by Full Council as an accurate record of the meeting.

6. Neighbourhood Plan.

Cllr. Moore reported that there had been a slight delay due to waiting on Rother to send the relevant maps. Maps have now been received. The plan is now nearly ready for submission.

Cllr. Moore requested that Full Council agree expenditure of £410 + VAT for the maps. Council **RESOLVE** unanimously to agree to the expenditure of £410 + VAT.

7. Finance Committee.

- a. Full Council **RESOLVE** to adopt the minutes of the Finance Committee from 07-07-20.

Cllr. Franklin updated Full Council on the negotiation with Rother on the transfer of the car park. Council confirmed receipt of the report prepared by Mr. Steve Moore.

- b. Council agreed to **RESOLVE** the following:
 - i. Council to clarify the position of the Parish Council regarding the decision on car park charges that this comes from Rother and is not a Parish Council initiative.
Action: Clerk to produce the wording for the website.
 - ii. Approval of the draft letter in response to the recent car park meeting with Rother.
Action: Clerk to send the letter and include a question around the introduction of car park charges. Clerk to copy Cllr. Barnes & Cllr. Kirby-Green.
 - iii. Agreement on the working party budget allocation.
 - iv. Confirmation that the Community & Communications working party are authorised to spend up to £1,500 on new Christmas lights for the high street.
 - v. Confirmation of £2,000 grant to be awarded to Burwash Cricket Club.
 - vi. Full Council to consider additional Cllrs to become signatories on the Parish Council accounts.
Action: Clerk to email Cllrs for direct request. **Completed.**

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- c. Full Council **RESOLVE** to accept the payment schedule titled July 2020. (Appendix A).
- d. Full Council **RESOLVE** to accept the Income & Expenditure statement supplied.
- e. Full Council **RESOLVE** to accept the Bank Reconciliation as at 30-06-20.
- f. Full Council **RESOLVE** to accept the Statutory Balance Sheet supplied.

8. Planning Committee.

- a. Full Council **RESOLVE** to accept the minutes of the meetings 25-06-20 & 09-07-20.
- b. Council discussed the proposed resolution on the agenda from the minutes of 25-06-20.

Council **RESOLVE** to agree that the action group Save Our Fields lead on the initiative to extend the conservation boundary, will logistically arrange, and Chair the meetings.

Meeting Paused.

The meeting was paused to allow Mr. Banks to speak.

Mr. Banks: Save Our Fields would like a clear, equal partnership with BPC on this meeting. The Chair will be elected at the meeting planned for 16-07-20.

Cllr. Moore: Agreed that the initial work had been conducted by Save Our Fields, so it made sense for them to lead the initiative.

Meeting Resumed.

Council **RESOLVE** to agree that the meetings be attended by Cllr. Moore, Cllr. Newson, Cllr. Caulkin & Cllr. Chapman.

9. Community & Communications Working Party.

- a. Full Council **RESOLVE** to accept the minutes of the meeting 17-06-20 & 09-07-20.
- b. Resolution on Christmas lights agreed. (See item 7.b iv)
- c. Cllr. Franklin presented the notion of producing a twice annual newsletter to residents outlining Parish Council spend and surrounding issues.

Cllr. Newman updated Council on a new service from Royal Mail where they can design, print, and deliver to requested postcodes for a fee. New programme so detail still to be clarified.

Full Council **RESOLVE** to agree *in principle* to a newsletter with the following caveats:

Cllr. Moore abstained.

- i. Research exact costs.
- ii. Research ideal times of year to send the newsletter. Is twice yearly too much?
- iii. Environment will need to be considered.
- iv. Research using the Rother e-newsletter sent to residents.
- v. Initial newsletter to ask residents how they would like to be communicated with.
- vi. Would look to move toward e-bulletin or electronic communication for the future.

(Cllr. Kirby-Green left the meeting. 19.56)

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Cllr. Caulkin presented to Full Council the proposal to move to a new website company, Hugo Fox.

New website would be primarily a Parish Council site with a dedicated planning tracker but would also provide community information. Could host community web pages.

New website automatically resizes for desktop, tablet, or mobile phone use. Separate app would not be required.

Council discussed the parish website appearing at the top of the search list online. Cllr. Caulkin stated that Hugo Fox also offer search optimization as a service.

Council discussed setting up a Facebook page for data capture and information.

Action: Cllr. Rees to investigate a Facebook page and report back to Full Council.

Action: Clerk to look at current website and app contract to ensure no more cost is incurred and Parish has not just paid for another 12 months service.

Full Council **RESOLVE** to move forward with the new website subject to current contract and cost.

10. Environment & Maintenance Committee.

a. Full Council **RESOLVE** to accept the minutes of the meeting held on 16-06-20.

Minutes of the meeting held on 08-07-20 to be resubmitted to Full Council on 11-08-20.

Action: Clerk to place on the next Full Council agenda on 11-08-20.

Cllr. Kenny reported to Council the implementation of Burwash acting as a pilot in a study of the High Weald between land users and landowners.

Action: Cllr. Kenny to update Full Council at the next meeting on 11-08-20.

Action: Clerk to place a footpaths update on the agenda for the next meeting on 11-08-20.

Cllr. Franklin reported that the Council have employed a litigator on behalf of the Parish Council with regards to Down Meadow. An initial letter has been sent to the residents concerned and we are waiting on their solicitor's reply.

11. Traffic & Transport Working Party.

a. Full Council **RESOLVE** to accept the minutes of the meeting held on 15-06-20 along with the updates highlighted below.

Cllr. Franklin thanked Cllr. Moore for agreeing to lead the working party at the next meeting in view of Cllr. O'Neill's resignation.

Cllr. Moore updated Council on the status of projects since the last meeting in June. Recent meeting with East Sussex Highways to walk the high street had identified the issues with traffic and speed. Next steps have been outlined and request for speed survey has been actioned by the Clerk.

Cllr. Moore reported that Burwash Common & Weald have been looking at installation of gates. Mr. L Green has been asked to provide a working plan. This would be another application to ESCC for community match funding.

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Cllr. Moore reported the need to consult with the community and involve parents in the communication regarding a crossing.

Cllr. Kenny asked for an update on whether the cars parked on the highway by The Wheel have been moved.

Clerk advised that they are not illegally parked. Have notified Highways and reported that they are not illegally parked.

Action: Clerk to chase Highways for a definitive answer and to notify PCSO's.

Cllr. Kenny highlighted a section of A265 that is a 50mph limit but is used as regular footpath by walkers.

Cllr. Franklin identified that a feasibility study was being investigated for a footpath to link the whole Parish.

Action: Cllr. Kenny to identify area concerned to Cllr. Moore.

- b. Cllr. Moore updated Council on the status of the Yellow Lines survey. Survey has now closed, and data has been analysed by the sub-group. 192 respondents in total. Cllrs discussed the survey and their thoughts around the proposed 20mph limit and yellow lines survey results.

Meeting Paused.

The meeting was paused to allow Ms. Castle to speak.

Ms. Castle: The figures of the main survey will need to be checked but over 300 respondents. Most residents wanted a crossing from The Bear over to the shops, next popular was by the school. All want to maintain the shops in the village, shops that rely on cars being able to stop. Must bear that in mind.

Meeting Resumed.

Cllr. Franklin reminded all Councillors that they were very welcome to come along to the next Traffic & Transport working party meeting to conduct a deeper discussion.

Action: Clerk to send invite to Full Council with details on the next meeting. **Completed.**

12. Policies & Procedures.

Clerk presented the newly updated financial regulations and requested Council resolve to agree the documents.

Cllr. Newson queried the figure highlighted in paragraph 4.1.

Action: Clerk to confirm the figure and present the document for agreement at the next meeting.

13. Correspondence to the Clerk.

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

Action: Clerk to include updates to Council on items where solutions were ongoing at the next meeting on 11-08-20.

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14. Vacancies.

Item moved to the start of the meeting. (See page 2).

Cllr. Moore queried the process of co-opting new Councillors with regards to receiving a formal CV circulated in advance.

Clerk and Councillors confirmed that this process was followed. Cllr. Moore and Cllr. Rees confirmed that they had not received the documents.

Action: Clerk to forward CV's of new Councillors to Cllr. Moore and Rees and investigate the technical issue and report back to Councillors. **Completed.**

Cllr. Moore highlighted the need for diversity and balance within Councillors of the Parish Council. Cllr. Moore queried whether the Parish Council was under-represented by people with school age children.

Full Council **RESOLVED** to work with Cllr. Hosein in contacting the school and PTFA with details of the vacancy on the Council.

(Cllr. Barnes left the meeting 21.08)

Full Council **RESOLVE** to include Vacancies as a standing agenda item until the vacancy is filled.

Action: Clerk to place on the next agenda for meeting on 11-08-20.

(Cllr. Stemp left the meeting 21.11)

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

- Website costs and new build update: Cllr. Caulkin
- Footpath update: Cllr. Kenny
- Vacancies as standing item: Clerk
- Car Park update: Clerk
- Extension of the conservation boundary update.

16. Date of next meeting.

Tuesday 11th August 2020 – 19.00.

Meeting Ends 21.18

X

Cllr. Robert Franklin
Chair of Burwash Parish Council

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Appendix A

As at 01-07-20	Payment Schedule 01-07-2020					
Payee	Date	Ref	Gross	VAT	NET	
The App Office.com	10-Jun	IB 00701	504.00	0.00	504.00	App & Website hosting & maintenance
Laurence Worton	30-Jun	IB 00702	210.12	0.00	210.12	2 x grass cuts & Parish Map re tile
EDF Energy	01-Jun	SO 00703	31.00	0.00	31.00	Electricity Direct Debit
Pet Waste Solutions	01-Jun	SO 00704	95.33	19.07	114.40	Dog Waste Collection
Payment to Savings Account	08-Jun	IB 00705	25571.03	0.00	25571.03	Year End Surplus to Reserves as agreed
Pet Waste Solutions	22-Jun	IB 00706	23.83	4.77	28.60	Extra dog bin collection
Equals Card	24-Jun	IB 00707	99.00	0.00	99.00	Top up on card Yellow Lines Survey
HMRC	30-Jun	IB 00708	291.71	0.00	291.71	Tax & NI Contribution
Spy Alarms	06- May	IB 00709	243.00	48.60	291.60	Annual Maintenance Payment
Uniserve	01-Jul	IB 00710	204.60	40.92	245.52	Quarterly Charge for SharePoint
Pennells Carpets	08-Jul	IB 00711	386.92	77.39	464.31	Carpet Tiles for Parish Office
Grants						
Burwash Cricket Club			2000.00	0.00	2000.00	Grant
Equals Card						
Amazon	10-Jun		9.48	0.00	9.48	Masks Speedwatch Group
Amazon	10-Jun		16.64	3.33	19.97	Hand Sanitiser x 2 Speedwatch Group
Amazon	11-Jun		17.06	3.41	20.47	Alcohol Wipes x 2 Speedwatch Group
EE	11-Jun		20.00	0.00	20.00	Clerk phone top up
Ebuyer.com	23-Jun		18.31	3.66	21.97	USB Flash Drive for Backup
Amazon	01-Jul		15.98	3.20	19.18	Cable protector for the floor Internet Hub
TOTALS			29758.01	204.35	29962.36	