

Burwash Parish Council

Minutes of the **Virtual** Burwash Parish **Full Council** meeting held at 19.00 on Tuesday 10th November 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. T. Fox, Cllr. J. Kenny, Cllr. D. Stemp, Cllr. I. Rees, Cllr. E. Kirby-Green, Cllr. A. Stapylton-Smith, Cllr. F. Hosein and Cllr. J. Barnes

Apologies: Cllr. C. Chapman, Cllr. A. Newson, Cllr. J. Caulkin

Members of the Public:

There were 5 members of the public present.

Meeting opened: 19.01

1. Public Time.

Public: Mr. Lindsay. Green, on behalf of Burwash Common & Weald Residents Association (BCWRA). Can the Chairman give an update on the progress of Down Meadow or make a public statement as to when an update can be given on this matter?

Cllr. Franklin: We hope to be able to update the public later this month.

Public: Mr. David. Cowell. Would like to comment on the budget proposal submitted for discussion at tonight's meeting. The allocation of £10k against the Traffic & Transport heading doesn't mirror what was discussed by the Chairman in the working party meetings and would not underpin the rolling programme of traffic calming recommended by the working party. I would make a plea to Council to increase this figure as it's likely that what the Parish Council is trying achieve would require reasonable money to achieve.

Can I also ask for reassurance that the £25k allocated in the current budget will be ringfenced to be only spent on the planned traffic calming measures?

Cllr. Franklin: I can reassure you that the money in the current budget has been allocated to traffic and transport and the intention is that they are spent on the work going on in the Traffic & Transport working party. The budget for 2021/22 will be discussed as per the planned agenda.

Public Time Ends.

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2. Apologies for Absence.

Apologies were received by Cllr. Chapman, Cllr. Newman & Cllr. Caulkin. All 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 the meeting with Councillors in the local area and Save Our Fields with Huw Merriman MP to discuss the planning white paper. Good feedback from Mr. Merriman. Changes to the planning white paper are likely moving forward. Rother District Council's medium-term financial planning meeting noted that reserves are running low with expenditure this year confirming a 1.9 million overspend. Projections on reserves will see reserves running out by 2024/5 based on continue spend.

Basing figures on the maximum increase in Council Tax of 2%.

Confirmed an increase for garden waste collection of £5 per year. In line and competitive with other Counties.

Homelessness remains a huge problem. £648,000 overspend on this, needs addressing through affordable housing, etc.

CPE came in at the end of September and feedback is that it has been a successful implementation. Any feedback to be sent to Cllr. Kirby-Green.

Cllr. Barnes noted that the good and close work of County with public health cases are low and track and trace is better than in other Counties. The NHS is coping well in this area. Also working with West Sussex to continue the work moving forward. Very positive.

Cllr. Franklin, on behalf of the Parish Council, thanked Cllr. Kirby-Green and Cllr. Barnes for their support and assistance with the Burwash Neighbourhood plan.

5. Accuracy of the minutes of the previous meeting.

The minutes of the previous Full Council meeting 13-10-20 were adopted by Full Council, with a unanimous vote, as an accurate record of the meeting.

6. Neighbourhood Plan.

Cllr. Franklin thanked Cllr. Newson for the report submitted to Council with the update. The consultation period has now ended. Examiners are being explored to ensure rural locations are a specialty and work continuing with Rother and NPIERS to move this to the next stage.

7. 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 03-11-20.

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Members unanimously agreed to accept the minutes.

Cllr. Franklin requested that Full Council **RESOLVE** to adopt the minutes of the meeting dated 03-11-20.

Councillors unanimously agreed to adopt the minutes.

a. Resolutions from 03-11-20.

- i. Full Council agreed to postpone the decision to keep the increase of the precent for 2021/22 to 5% until Item 12 on the agenda.
- ii. Full Council unanimously **RESOLVE** to grant Burwash C of E Primary School the CIL infrastructure grant totaling £3,294.55 towards the total cost of the replacement of the school playgroup surface.
- iii. Full Council unanimously **RESOLVE** to place the Clerk & Assistant Clerk onto the NALC pay scale from April 2021.
- iv. Full Council unanimously **RESOLVE** to pay the Clerk & Assistant Clerk the 'working from home' allowance of £26 per month and for it to be backdated to April 2020.
- v. Full Council unanimously **RESOLVE** to 'box in' the telephone box by Oakley's garage to stop further vandalism.

Action: Clerk to ask community for inspiration as to creative options for the boxing.

- b. Full Council **RESOLVE** to accept the bank statement presented as at 31-10-20.
- c. Full Council **RESOLVE** to accept the Income & Expenditure statement presented as at 31-10-20.
- d. Full Council **RESOLVE** to accept the Bank Reconciliation as at 31-10-20.
- e. Full Council **RESOLVE** to accept the Statutory Balance Sheet as at 31-10-20.
- f. Full Council **RESOLVE** to accept the payment schedule presented as at 31-10-20.
(Appendix A).
- g. Full Council **RESOLVE** to accept the Equals Card expenditure statement presented as at 31-10-20.

8. Planning Committee.

Cllr. Rees updated Council on the current issues in Planning including notification of an additional Planning Committee taking place on 16-11-20 to discuss the recent planning application of Strand Meadow.

Cllr. Franklin requested that members of the Planning Committee accept the minutes of the Planning Committee meeting dated 19-10-20 & 02-11-20.

Members unanimously agreed to accept the minutes.

Cllr. Franklin requested that Full Council **RESOLVE** to adopt the minutes of the meeting dated 19-10-20 & 02-11-20.

Councillors agreed unanimously to adopt the minutes of the meeting.

9. Community & Communications Working Party.

Cllr. Newman noted that the next meeting for this working party will be in December.

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Cllr. Franklin thanked Cllr. Newman, on behalf of the Parish Council, for the extensive work carried out on the traffic & transport survey and parish communication.

10. Environment & Maintenance Working Party.

Cllr. Kenny gave a short verbal update to Council.

Work is continuing with the High Weald ANOB unit coordinating 8 different parishes gathering meter readings with the aim of creating a dark skies initiative.

Next meeting is next week.

11. Traffic & Transport Working Party.

Cllr. Franklin requested that members of the working party accept the minutes of the Traffic & Transport working party meeting dated 22-10-20.

Members unanimously agreed to accept the minutes.

Cllr. Franklin requested that Full Council **RESOLVE** to adopt the minutes of the meeting dated 22-10-20.

Councillors agreed unanimously to adopt the minutes of the meeting.

- a. Cllr. Franklin reiterated that Council need to come forward and volunteer for the position of Chair of the Traffic & Transport working party meetings. No volunteer was forthcoming.
- b. Full Council **RESOLVED** to send the prepared survey to the whole parish regarding the proposed traffic calming measures.

Action: Cllr. Hosein to prepare the google forms survey.

Action: Cllr. Newman to liaise with the post office to send the letters.

Action: Clerk to place the survey on the website and send it out on the e-bulletin.

12. Budget 2021/22 & Business Plans.

Council discussed the proposed increase to the precept for 2021/22.

Full Council unanimously **RESOLVE** to adopt a 5% increase to the precept for 2021/22.

13. Hornbeam & Lime Tree Survey.

Full Council **RESOLVE** to agree to continuing with the unbudgeted spend to conduct the tree survey's for Hornbeam Lane.

Action: Cllr. Rees to give Clerk information on local companies.

Action: Clerk to take the survey out to tender.

14. Policies & Procedures.

Full Council **RESOLVE** to adopt the proposed Environment Policy.

Action: Clerk to update dates on the document and place it on the website.

15. Correspondence to the Clerk.

Clerk gave Council a verbal update.

Letter of thanks received from St Philips regarding the successful grant application.

Ticketing at the top of Shrub Lane has been reported to combat parking on the double yellow lines.

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Clerk confirmed that the noticeboard at Burwash Common was now being used and has contact information, meeting dates and relevant agendas. Clerk will continue to update this noticeboard.

16. Councillor Vacancies.

The Clerk confirmed that there is one vacancy on the Parish Council.

The Clerk confirmed that there is one potentially interested party and will update Council at the next meeting.

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

- Budget – firmed up final revision.

18. Date of next meeting.

Tuesday 8th December 2020 – 19.00.

Meeting Ends 20.25

X

Clr. Robert Franklin
Chair of Burwash Parish Council

Appendix A (Overleaf)

Burwash Parish Council

As at 01-11-20							Status
Payee	Date	Ref	Payment Schedule 01-11-2020 Net	VAT	Gross		
EDF Energy	01-Nov	DD	0.00	0.00	31.00	Monthly Direct Debit for electricity	PAID
Pet Waste Solutions	01-Nov	SO	0.00	0.00	114.40	Pet waste collection service	PAID
Costain Limited	10-Sep	GRIT0043	275.00	55.00	330.00	Installation of Grit Bin Highfields	PAID
SLCC	20-Oct	MEM232294	150.00	0.00	150.00	R.Guernier Membership	PAID
East Sussex CC	30-Sep	8005061941	730.00	146.00	876.00	2 x speed surveys	PAID
Uniserve	01-Oct	UNI25780	216.00	43.20	259.20	Quarterly user bill	PAID
XLN Telecom	08-Oct	86584311	40.56	8.11	48.67	Initial set up bill new supplier	PAID
SSALC	21-Oct	14182	30.00	6.00	36.00	Local Government Webinar	PAID
SSALC	21-Oct	14239	30.00	6.00	36.00	Chairmanship Training	PAID
SSALC	21-Oct	14349	30.00	6.00	36.00	Budget Planning Training	PAID
SSALC	21-Oct	14192	30.00	6.00	36.00	Council as an Employer Training	PAID
The Corporate Christmas Tree Co	19-Oct	XS00278668	772.44	154.50	926.94	Christmas Lights	PAID
Equals Card							
Zoom	17-Oct	DD	23.98	4.80	28.78	2 x licenses monthly fee	PAID
Grants							
Burwash Musical Theatre	20-Oct		250.00	0.00	250.00	Grant payment	PAID
Jane Coleman School of Dance	20-Oct		200.00	0.00	200.00	Grant payment	PAID
TOTALS			2327.98	435.61	2880.21		
Salaries							
R. Guernier	30-Nov				tba		
E.Neil	30-Nov				tba		
Nest Pension	30-Nov				74.55	Pension Contributions October 2020	
HMRC	30-Nov				289.73	October Tax	
Expenses							
<i>None to report</i>							