

Burwash Parish Council

Full Council Meeting 12th January 2021

Burwash Parish Councillors are hereby summoned, and notice given that a Full Council **Virtual Meeting** of Burwash Parish Council will be held on Tuesday 12th January 2021 at 7pm. Please note this Virtual Meeting will be conducted using Zoom and will be recorded.

Emma Neil

7th January 2021

Emma Neil – Clerk & RFO

Tel: 07375 809 660 Email: parishclerk@burwashpc.org.uk

Address: Burwash Parish Council, Parish Office, High Street, Burwash TN19 7EU

A G E N D A for Tuesday 12th January 2021

For information: Due to the coronavirus and to protect our members and the community, in person meetings are not taking place until further notice. Members of the press and the public are welcome to attend the meeting and comment and express their opinions in the public time at the start of the meeting. If you wish to attend the details for the meeting are:

<https://zoom.us/j/97656607762?pwd=ejM5Qm1Hc0lMc0RDWDJNemg3R0Erdz09>

Meeting ID: 976 5660 7762

Passcode: 174664

Please let the Clerk know about your question before the meeting. 15 minutes will be allocated at the beginning of the meeting for public questions. Please note that this meeting will be recorded.

1. Public Time.

2. Apologies for Absence.

3. Disclosures of Interest.

To receive any disclosures by Members of personal interests in matters on the agenda, the nature of any such interest and whether the Member regards the interest as a disclosable pecuniary interest under the terms of the Code of Conduct.

4. Co-option of New Parish Councillor.

Parish Council to vote on co-opting Mr. Keith Lloyd as a Parish Councillor.

5. Reports from District & County Councillors.

Cllr. John Barnes & Cllr. Eleanor Kirby-Green to verbally update Council on items of change or importance.

6. Accuracy of the minutes of the previous meeting.

To receive and approve the draft minutes of the Full Council meeting held on 08-12-20.

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7. The Neighbourhood Plan. (Standing Item)

Councillors to receive a verbal update on the current status of the Neighbourhood plan and the recent outcomes of the Steering Group.

8. Finance Committee.

Cllr. Franklin is invited to give a verbal update on Finance & Administration issues.

Members of the Finance Committee recommend requested to *accept* the minutes of the meeting dated 05-01-21.

Full Council requested to **RESOLVE** to *adopt* the minutes of the meeting dated 05-01-21.

Members of the Finance Committee recommend Full Council **RESOLVE** to adopt the following documents / resolutions:

- a. Resolutions/items from 05-01-21:
 - i. Full Council **RESOLVE** to confirm the final spend to be requested in the Traffic & Transport match funding application will be £50k with £25k being confirmed from the Parish Council.
 - ii. Full Council requested to **RESOLVE** to review the tree survey and discuss how to move forward with ongoing maintenance.
- b. Bank statement as at 31-12-20.
- c. Income & Expenditure statement as at 31-12-20.
- d. Bank Reconciliation as at 31-12-20.
- e. Statutory Balance Sheet.
- f. Payments schedule as at 31-12-20.
- g. Equals Card expenditure statement as at 31-12-20.

9. Planning Committee.

Cllr. Rees is invited to give a verbal update on Planning issues.

Members of the Planning Committee requested to **RESOLVE** to *accept* the minutes of the meeting dated 14-12-20 & 04-01-21.

Full Council requested to **RESOLVE** to *adopt* the minutes of the meeting dated 14-12-20 & 04-01-21.

No resolutions from Planning Committee to note.

10. Community & Communications Working Party.

Cllr. Newman is invited to give a verbal update on Community & Communications issues. There has been no meeting of the working party since the last Full Council meeting.

11. Environment & Maintenance Working Party.

Cllrs. Kenny & Newson are invited to give a verbal update on Environment & Maintenance issues.

There has been no meeting of the working party since the last Full Council meeting.

- i. Councillors to review the submitted report on Rother Wildflower meeting.
- ii. Cllr. Kenny to update Councillors on the proposed hedge trial.

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12. Traffic & Transport Working Party.

Cllr. Franklin is invited to give a verbal update on Traffic & Transport issues.

- a. Full Council requested to **RESOLVE** to agree the design brief outlined for the village gates.
- b. Councillors are requested to consider volunteering to take over the Chair position for this working party moving forward.

13. Budget 2021/22.

Clerk's Note: Confirmation that the agreed precept has been requested and receipt confirmed by Rother District Council.

14. Urban Grass Cutting Contract.

Full Council to **RESOLVE** to agree the Clerk's recommendation that the Parish Council take on their own urban grass cutting operation for 2021/22.

15. Policies & Procedures.

Councillors to **RESOLVE** to agree the following policies:

- i. Document Retention Scheme.
- ii. Health & Safety Policy.

16. Councillor Vacancies.

Please see item 4 on the agenda. Clerk to provide a verbal update on the number of vacancies.

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

18. Date of next meeting.

Tuesday 9th February 2021 – 7pm.

PUBLIC TO BE INVITED TO LEAVE THE MEETING.

19. Down Meadow.

Councillors to receive an update on Down Meadow in a confidential extension of the meeting.

ENDS