

# Burwash Parish Council

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Minutes of the **Virtual** Burwash Parish **Full Council** meeting held at 19.00 on Tuesday 8<sup>th</sup> December 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/>

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**Members Present:** Cllr. R. Franklin, Cllr. A. Newson, Cllr. I. Rees, Cllr. A. Stapylton-Smith, Cllr. D. Stemp, Cllr. B. Wraight, Cllr. F. Hosein, Cllr. B. Newman and Cllr. J. Kenny.

**Also Present:** Cllr. E. Kirby-Green and Cllr. J. Barnes

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**Apologies:** Cllr. C. Chapman, Cllr. J. Caulkin & Cllr. T.Fox

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## **Members of the Public:**

There were 12 members of the public present.

**Meeting opened:** 19.00

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### **1. Public Time.**

**Public:** Mr. Robert. Banks stated that the recent traffic calming questionnaire sent to residents of Burwash was flawed in it's design and is likely to be rejected by ESCC. Mr. Banks further reported that the pie charts were not correct and money will be spent but will make no difference to those that are in real need on the high street. The questionnaire does not tell respondent's what calming measures are being offered, simply do they agree. Mr. Banks further noted that the questionnaire was flawed in conception and in the collection of data. Mr. Banks reported that his views were given to the sub-group before the questionnaire was sent but were ignored and discounted. Mr. Banks stated that village gates would make little or no difference.

**Public:** Mr. David. Cowell disagreed with the statements made by Mr. Banks and stated that the questionnaire wasn't intended as a referendum but was conducted based on guidance from ESCC highways to see if people were on board. Mr. Cowell stated that in his view the questions were very clear and noted that there is a lot of background data for those that wanted to view it, which has been considered by the working party at length. Mr. Cowell stated that in his opinion, village gates will make a difference and he noted his hope that Burwash Parish Council accept the results of the survey and resolve to submit the business case for community match funding.

# Burwash Parish Council

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**Public:** Mr. Lindsay. Green asked the Councillors present whether a further update on the situation with Down Meadow could be given.

**Cllr. Franklin:** No update at this meeting but in the very near future. Cllr. Franklin noted that the Council were working hard on a solution.

**Cllr. Franklin:** Congratulated the Clerk on the completion of the iLCA qualification and noted that the Clerk has now registered for the CiLCA qualification.

## Public Time Ends.

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### 2. Apologies for Absence.

Apologies were received by Cllr. Chapman, Cllr. Caulkin and Cllr. Fox. 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 that there had been no cabinet meeting since the last Full Council.

Cllr. Barnes reported that at the recent Cabinet meeting County were showing that they had spent £31 million on Covid. The bulk of that spend had be refunded by Government. Most important fact to note was that cases were rising in Hastings and Rother as a whole. Need to promote safety for all areas to continue. Cllr. Barnes urged everyone to stay safe and following the Government regulations.

### 5. Accuracy of the minutes of the previous meeting.

The minutes of the previous Full Council meeting 10-11-20 were adopted by Full Council, with a unanimous vote, as an accurate record of the meeting.

### 6. Neighbourhood Plan.

Cllr. Newson noted that the steering group will meet next week and are in the process of appointing examiners for the plan.

### 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 01-12-20.

Members unanimously agreed to accept the minutes.

Cllr. Franklin requested that Full Council **RESOLVE** to adopt the minutes of the meeting dated 01-12-20.

Councillors unanimously agreed to adopt the minutes.

#### a. Resolutions from 01-12-20.

- i. Full Council agreed to postpone the decision to accept the final budget submission for 2021/22 until item 12 on the agenda.

# Burwash Parish Council

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- ii. Full Council unanimously **RESOLVE** to accept and adopt the interim audit comments from the interim auditor Mulberry & Co.
  - iii. Full Council unanimously **RESOLVE** to accept the final audit conclusions for the financial accounts 2019/20.
- b. Full Council **RESOLVE** to accept the bank statement presented as at 30-11-20.
  - c. Full Council **RESOLVE** to accept the Income & Expenditure statement presented as at 30-11-20.
  - d. Full Council **RESOLVE** to accept the Bank Reconciliation as at 30-11-20.
  - e. Full Council **RESOLVE** to accept the Statutory Balance Sheet as at 30-11-20.
  - f. Full Council **RESOLVE** to accept the payment schedule presented as at 30-11-20. (Appendix A).
  - g. Full Council **RESOLVE** to accept the Equals Card expenditure statement presented as at 30-11-20.

## 8. Planning Committee.

Cllr. Rees updated Council on the current issues in Planning.

Cllr. Franklin requested that members of the Planning Committee accept the minutes of the Planning Committee meeting dated 16-11-20 & 23-11-20.

Members unanimously agreed to accept the minutes.

Cllr. Franklin requested that Full Council **RESOLVE** to adopt the minutes of the meeting dated 16-11-20 & 23-11-20.

Councillors agreed unanimously to adopt the minutes of the meeting.

- i. Full Council unanimously **RESOLVE** to adopt the Dark Skies policy. Council note that this is an interim policy with wording to be expanded.
- ii. Full Council unanimously **RESOLVE** to adopt the submitted report to Council regarding the Strand Meadow Reserved Matters planning application. Council delegated final amendments to the Clerk.

Cllr. Newson proposed the motion that Council reject the proposed ownership of community land associated with the section 106 and the Reserved Matters planning application for Strand Meadow.

Cllr. Kenny seconded the motion.

Full Council unanimously **RESOLVE** to reject the proposed ownership of community land associated with the Reserved Matters planning application for Strand Meadow.

*Motion carried.*

## 9. Community & Communications Working Party.

Cllr. Newman noted thanks to Assistant Clerk for the refreshed e-bulletin that has now been taken into the work of the Parish office.

Cllr. Newman requested that members of the Community & Communications working party **RESOLVE** to accept the minutes of the meeting dated 19-11-20.

Members unanimously agreed to accept the minutes.

# Burwash Parish Council

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Cllr. Newman requested that Full Council **RESOLVE** to adopt the minutes of the meeting dated 19-11-20.

Full Council unanimously agreed to adopt the minutes.

## 10. Environment & Maintenance Working Party.

Cllr. Kenny reported that a hedge survey was being conducted with a local environmentalist across Burwash weald. Survey to be rolled out across the Parish. Currently in contact with the High Weald to gain access to old maps of the area.

Cllr. Kenny requested that members of the Environment & Maintenance working party **RESOLVE** to accept the minutes of the meeting dated 17-11-20.

Members unanimously agreed to accept the minutes.

Cllr. Kenny requested that Full Council **RESOLVE** to adopt the minutes of the meeting dated 17-11-20.

Full Council unanimously agreed to adopt the minutes.

- i. Full Council **RESOLVE** to agree the Clerk work with the Environment & Maintenance working party to explore the maintenance of the Parish Hut and the consideration of solar panel and associated grants.

## 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 07-12-20.

Members unanimously agreed to accept the minutes.

Cllr. Franklin requested that Full Council **RESOLVE** to adopt the minutes of the meeting dated 07-12-20.

Councillors agreed unanimously to adopt the minutes of the meeting.

- a. Full Council **RESOLVE** to accept the findings of the recent traffic survey consultation.
- b. Full Council **RESOLVE** to accept and adopt the business case submission for match funding to be submitted to ESCC.
- c. Full Council **RESOLVE** to accept and adopt the submission for the proposal of a new cycle/foot path.

**Action:** Clerk to prepare Business Case for match funding and submit.

**Action:** Clerk to send cycle/foot path submission to consultation email at ESCC.

*Completed.*

**Action:** Clerk to post traffic survey results on e-bulletin and website.

## 12. Budget 2021/22 & Business Plans.

Full Council unanimously **RESOLVE** to agree and adopt the proposed budget for 2021/22.

**Action:** Clerk to submit to RDC for present agreement.

## 13. Hornbeam & Lime Tree Survey.

Full Council note Clerks note on contractor being appointed.

# Burwash Parish Council

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## 14. Urban Grass Cutting Contract.

Full Council RESOLVE to delegate the management of the grass cutting contract to the Clerk and members of the Environment & Maintenance working party.

**Action:** Clerk to research the options and submit decision by 31<sup>st</sup> December deadline.

## 15. Policies & Procedures.

a. Dark Skies Policy – see Item 8.i.

b. Full Council unanimously RESOLVE to adopt the Equality & Diversity policy.

**Action:** Clerk to update website with agreed policies.

## 16. Correspondence to the Clerk.

Clerk reported correspondence to Full Council.

**Action:** Cllr. Newman to place refurbishment of telephone box on the next Communications and Community working party agenda.

**Action:** Clerk to clarify who owns the trees on the green space in Burwash Common (Vicarage Road).

## 17. Councillor Vacancies.

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

**Action:** Clerk to place vacancy on the next e-bulletin.

## 18. Items for noting or including on the future agenda.

- Review of new agenda & reporting system to Full Council.
- Down Meadow update.

## 19. Date of next meeting.

Tuesday 12<sup>th</sup> January 2020 – 19.00.

**Meeting Ends 20.12**

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Cllr. Robert Franklin  
Chair of Burwash Parish Council

**Appendix A (Overleaf)**

# Burwash Parish Council

As at 01-12-20			Payment Schedule 01-12-2020				Status
Payee	Date	Ref	Net	VAT	Gross		
EDF Energy		DD	0.00	0.00	0.00	Monthly Direct Debit for electricity	PAID 01-12
Pet Waste Solutions		SO	0.00	0.00	0.00	Pet waste collection service	PAID 01-12
SLCC	09-Nov	QL199183	410.00	0.00	410.00	Clerk CiLCA Registration	PAID
Terry Parsons	11-Nov		100.00	0.00	100.00	Post Office Refund	PAID
Laurence Worton	31-Oct	21	212.88	0.00	212.88	September Work	PAID
Mulberry & Co	12-Nov	7082	150.00	30.00	180.00	Interim Audit Payment	PAID
ESCC	30-Sep	8005061941	730.00	146.00	876.00	2 x speed surveys A265	PAID
XLN	08-Nov	DD	40.20	8.04	48.24	Monthly landline & Wifi	PAID
BT	13-Nov	DD	196.14	0.00	196.14	Final BT Bill Payment	PAID
S&P Printing	04-Nov	8526	249.00	49.80	298.80	Printing T&T traffic survey	PAID
Laurence Worton	30-Nov	022	295.07	0.00	295.07	November Work	PAID
SLCC	09-Nov	QL199185	99.00	19.80	118.80	iLCA Registration R. Guenier	PAID
Uniserve	06-Nov	UNI26040	45.00	9.00	54.00	Training on 365 re email groups	PAID
Laurence Worton	30-Sep	020	64.05	0.00	64.05	September Work	PAID
<b>Equals Card</b>							
Zoom Communications	17-Nov	INV52572900	23.98	4.80	28.78	Monthly Video Comms Payment	PAID
Giffgaff	18-Nov		6.00	0.00	6.00	Clerk mobile contract (New?)	PAID
EE	16-Nov		10.00	0.00	10.00	Asst. Clerk mobile top up	PAID
Amazon	02-Nov		34.80	6.98	41.78	Labels for T&T Survey	PAID
Amazon	02-Nov		22.18	4.44	26.62	Envelopes for T&T Survey	PAID
Amazon	02-Nov		43.68	8.76	52.44	Mailing labels for T&T Survey	PAID
Amazon	02-Nov		22.18	4.43	26.61	Envelopes for T&T Survey	PAID
<b>Grants</b>							
<b>TOTALS</b>			<b>2754.16</b>	<b>292.05</b>	<b>2898.76</b>		