

Burwash Parish Council

Full Council Meeting 13th April 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 13th April 2021 at 7pm. Please note this Virtual Meeting will be conducted using Zoom and will be recorded.

Emma Neil

31st March 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 13th April 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:

Join Zoom Meeting

<https://zoom.us/j/94290039677?pwd=eWdoTk4xT3RaemRvK01lNHBUaTNzZz09>

Meeting ID: 942 9003 9677

Passcode: 715966

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. Reports from District & County Councillors.

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

5. Accuracy of the minutes of the previous meeting.

To receive and approve the draft minutes of the Full Council meeting held on 09-03-21.

6. The Neighbourhood Plan. (Standing Item)

Council to receive an update from Cllr. Rees regarding the current status of the Neighbourhood Plan.

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7. 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 06-04-21.

Full Council requested to **RESOLVE** to *adopt* the minutes of the meeting dated 06-04-21.

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

- a. Committee recommend that Full Council note that the deadline for completion of the 2020/21 AGAR is Friday 2nd July. *Clerk to submit final figures to Full Council at the May Full Council meeting.*
- b. Committee recommend that Full Council **RESOLVE** to agree to the public exercise of duty to inspect the account dates are Monday 14th June to Friday 23rd July 2021.
- c. Committee recommend that Full Council **RESOLVE** to agree the amount in Current Account Year End to be moved to reserves.
- d. Committee recommend that Full Council **RESOLVE** to agree to use appoffice.com for the new Parish website.
- e. Bank statement as at 31-03-21.
- f. Income & Expenditure statement as at 31-03-21.
- g. Bank Reconciliation as at 31-03-21.
- h. Statutory Balance Sheet as at 31-03-21.
- i. Payments schedule as at 31-03-21.
- j. Equals Card expenditure statement as at 31-03-21.

8. 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 29-03-21.

Full Council requested to **RESOLVE** to *adopt* the minutes of the meeting dated 29-03-21.

No resolutions.

9. Community & Communications Working Party.

Cllr. Newman is invited to give a verbal update on Community & Communications issues.

Members of the Community & Communications working party requested to **RESOLVE** to *accept* the minutes dated 18-03-21.

Full Council requested to **RESOLVE** to *adopt* the minutes of the meeting dated 18-03-21.

Full Council requested to **RESOLVE** to agree to the following resolutions:

- i. Parish Assembly to be moved until after the 21st June.
- ii. Recommendation that Full Council **RESOLVE** to support the proposed litter picking scheme.

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10. Environment & Maintenance Working Party.

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

Members of the Environment & Maintenance working party requested to **RESOLVE** to *accept* the minutes dated 16-03-21. Full Council requested to **RESOLVE** to *adopt* the minutes of the meeting dated 16-03-21.

Full Council requested to **RESOLVE** to agree to the following resolutions:

- i. Recommendations on points moving forward re the submitted Lime Tree report.
- ii. Recommendations on points moving forward re the submitted report on the Parish Hut and its ongoing maintenance.

11. Traffic & Transport Working Party.

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

Working party met last night so minutes are not available to agree or adopt. Defer until the next meeting.

- i. Update on email to ESCC regarding progressing the TRO for the 20mph zone.
- ii. Update on speed survey for Burwash Common.
- iii. Update on Quiet Lanes initiative.

12. Policies & Procedures.

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

- a. Grant Awarding Policy and application form.
- b. Training & Development Policy.
- c. Allotment Contract / Tenancy agreement.

13. Remote Meetings Policy.

Council to discuss the end of the remote meetings legislation on 7th May and **RESOLVE** to:

- i. Move the Annual Parish Meeting to 4th May 2021.
- ii. Include the scheduled Finance Meeting into May 4th Full Council.
- iii. Sign off the AGAR to ensure deadlines are met for audit purposes.
- iv. Delegate Council Functions and business to the Clerk for June 2021.

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

- i. May meeting date confirmation.
- ii. AGAR agreement and signing.

15. Date of next meeting.

Tuesday 4th May 2021 – 7pm.

ENDS