

Burwash Parish Council

Minutes of the Council Meeting

Held on the 9th April 2019, at 7.00pm in the Pavilion Burwash Common. Please note meeting reports are available at: <http://www.burwash.org/parish-council/meeting-reports.html>

Present

Chair Cllr McBride MBE, Vice-Chair – Cllr Moore, Cllr Beeston, Cllr Caulkin,
Cllr Franklin, Cllr Jenner, Cllr Pope, Cllr Rees and Cllr Vereker.

Public Time

- a. Cllrs were asked about the Burwash car park but the Chair noted this was on the agenda. Currently the car park is still under the control of Rother District Council (RDC).

1. Apologies for Absence

Apologies received and noted from – Cllr Kenny and Cllr Mann

2. Disclosures of Interest

No declarations made.

3. Chairs Remarks

The Chair paid tribute to the long-serving Councillors who were retiring. Councillor Ijon Jenner (*the father of the house*), Councillor David Vereker and Councillor Peter Pope have between them given over 112 years of service to Burwash Parish Council. The Council warmly thanked them for their contribution and resolved to find a fitting way to mark their achievements on behalf of residents.

4. Report from County and District Councillor

- a. The County Councillor had sent in a written report.

5. Accuracy of the minutes of the previous meeting

RESOLVED – minutes of the Council Meetings held on:

- a. Full Council 12/03/19

Were a correct record of the meeting.

6. Correspondence to the Clerk

A report was submitted with some items needing resolutions and some new items.

- a. A request had been made for a new grit bin for residents at the entrance of Highfields
RESOLVED – Councillors agreed to install a grit bin paid via earmarked reserves. The Clerk would apply to East Sussex County Council (ESCC) to refill the bin with grit.
- b. Condition of the A265 by Burwash Common has deteriorated further and the road has become unsafe. Cllr Barnes updated that ESCC will now be resurfacing this area this financial year. The Clerk will write to ESCC to confirm the dates for the resurfacing.
- c. The Clerk had received an email from RDC stating that they would not be able to support the site of Clover Leys on ‘the principle grounds of sustainability’ as the ‘scheme is not considered to be centrally located to the main village’.
- d. The Burwash Weald and Common Resident Association has submitted to the Council a very detailed traffic survey report. The Chair thanked the BCWRA for the report and said it would be a great asset to feed into the main traffic strategy.

7. Finance (standing item)

Finance the Chair of Finance Committee reported on:

- a. The Payment Schedule and read it out as:

Payment Schedule	Cheq No.	Amount	
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EDF	D/D	£59.00	EDF
Pet Waste Solutions	S/O	£114.00	Pet Waste Solutions
Adam Watts	S/O	£15.00	Adam Watts
NEST Feb Payment	D/D	£60.46	NEST Feb Payment
Jane Cheshire	S/O		Jane Cheshire
Jane Cheshire	102395		Jane Cheshire
Clerk's Expenses	102396	£134.59	Clerk's Expenses
HMRC	102397	£244.04	HMRC
Handy Person	102398	£296.83	Handy Person
Pet Waste Solutions	102399	£28.60	Pet Waste Solutions
Rother District Council	102400	£55.00	Rother District Council
Rialtas	102401	£145.20	Rialtas
Viking Direct	102402	£52.86	Viking Direct
City Escapes	102403	£55.30	City Escapes
ESALC Ltd	102404	£874.36	ESALC Ltd
SLCC	102405	£128.00	SLCC
Uniserve	102406	£524.40	Uniserve
Uniserve	102407	£64.60	Uniserve

RESOLVED – To approve the following payments. The Chairman signed the approved payment schedule

The Clerk then continued to read out the remaining items:

- b. Council to note the End of Year (EYO) reports from the RFO following the closedown of accounts with Rialtas on the morning of the 09/04/19. The Clerk confirmed that the budget for 2018/19 had finished with a deficit of £182. The position of the general working capital still left Council with a surplus of £4,179.
- c. The total Internet Café income for 2018-2019 was £397.
- d. The Clerk read through the Governance Statement and councillors agreed the following:
 - i. Question One – Yes – Accounting statements have been prepared in accordance with the Account and Audit Regulations.
 - ii. Question Two – Yes – Councillors have updated their financial regulations, receive monthly monitoring reports and setting up a finance committee to ensure proper arrangements to safe guard money.
 - iii. Question Three – Yes – The council has complied with proper practices and only done what is done within their legal powers.
 - iv. Question Four – Yes – Proper advertising for individuals to inspect and ask questions of the accounts.
 - v. Question Five – Yes – A risk assessment has been carried out to identify any potential risks and appropriate controls and steps taken to manage this. The Clerk highlighted items for the Internet Café had not been addressed in 2018/19 so these will be given priority for 2019/20

- vi. Question Six – Yes – An independent, internal auditor was chosen from the SLAC approved list to carry out an internal audit.
- vii. Question Seven – Yes – Although one of the items from the internal auditor regarding the management of funds for the Internet Café was still under review as the situation of authorised expenditure had happened again. A liaison group was being set up between Councillors and volunteers to set out a clear financial management practices.
- viii. Question Eight – Yes – All items throughout the year have been appropriately disclosed.
- ix. Question Nine – Not Applicable.
- e. Councillors were given the following items to review and resolve:
 - i. **RESOLVED** – To accept the asset register and the risks identified. It was noted that the two Internet Café laptops were currently not included as the Clerk has not been able to physically vouch for them but would before the internal audit.
 - ii. **RESOLVED** – To accept all the risk assessments including Finance/Parish Rooms/Assets/General.

Councillors noted their thanks to the Clerk for the work on the year end reports.

8. Local Elections 2nd May 2019

The Clerk reported that Burwash would not require an election because there were fewer nominations than places with only 12 of the 13 seats filled. Key dates for the coming month:

- a. The existing council will cease at 5pm on the 7th May.
- b. The new council will meet at 7pm on the 7th May for training.
- c. Council can co-opt the final seat within 35 days from the 2nd May 2019.
- d. The Parish Assembly will be held at 7pm on the 30th May (the 23rd May had to be cancelled due to potential Euro Elections).

9. Burwash Car Park

Councillors noted that the new proposed lease, condition reports and devolvement report from RDC will be received between mid-April and early-May. The condition of the entrance has deteriorated rapidly over the last weeks. After enquiries since 10/03/19 the last correspondence from the Neighbourhood Service Manager questioned whether RDC owned the land and they may 'have shared responsibilities with other users. It was also noted that at Love Burwash residents cleaned up the car park which had been left in an unsatisfactory condition due to the lack of maintenance by RDC and RDC had been notified.

RESOLVED – An email will be sent via the Clerk to the Neighbourhood Services Manager picking up on the condition of the car park and requesting action to address the issues.

10. Internet Café

It was confirmed that since the last meeting funds from the Internet Café (IC) were being deposited in a safe place for the Clerk to pick up. This is a temporary procedure. The Clerk has yet to receive a key for the filing cabinet.

RESOLVED – The liaison group has yet to meet therefore the Council agreed for the Clerk to work with the volunteers once the liaison group had met on:

- a. The recommendations in the risk assessment 2019/20 resolved by Council.
- b. To find suitable and cost-effective training for the volunteers as outlined in the risk assessment review.

11. Down Meadow

Councillors received a written report on the matter. Councillors confirmed that they see the title deeds as correct and that the leylandii fall within the boundaries of Down Meadow. They ask the residents who claim ownership of this land to provide documented proof of ownership.

RESOLVED – For the Clerk to get professional advice confirming the boundary as outlined in the title deeds up to a cost of £150.

12. Road Safety Week

A verbal report was given stating the enthusiasm of (and success) of the week. At a meeting with ESCC members and officer last year, Committee Chair Cllr Bentley highlighted that raising awareness of traffic safety was as important as the traffic calming initiatives themselves. The week had a lot of local support and input. All the artwork for the posters had been provided by the local children and displayed widely throughout the village along with the three scarecrows put together by the Beavers and Brownies. Hawkhurst Kino had provided free advertising space. Speedwatch volunteers commented on a difference in the behaviour of drivers.

RESOLVED – To speak to the Headmistress of the school to look at ways to encourage school children continue to wear the high-vis jackets they were given. To give thanks to the residents of the Outsiders Group who organised the week and the Police Community Liaison Officer (PCSO) and the owner of Hawkhurst Kino for their help and advice.

13. Love Burwash Report including follow up Maintenance Report

The Clerk submitted a written report with suggested changes for future Love Burwash days. Councillors gave thanks to the support of all the volunteers, the Beavers, lead Councillors and the Clerk for all the work on the day.

RESOLVED – Councillors resolved for the handyperson to carry out maintenance work identified in the report including the installation of the Burwash Map and the extra verge maintenance.

14. Kipling and National Trust Project

Councillors to note the large maps have been received and being prepared for instillation at the Bus Stop opposite the Londis store.

RESOLVED – Councillors resolved for the Clerk to spend up to £100 on a brass plaque for the Kipling Statue from the donations.

RESOLVED – The Council to thank Adam at Altered Images for providing the frames free of charge.

15. Burwash Village Sign

The village sign was taken down as the bottom of the post had become split and unsafe.

RESOLVED – Councillors resolved for the Clerk to spend up to £750 repairing, repainting and replacing the sign. The sign would be replaced before the end of April.

Meeting Closed at 8.50pm

Date of Next Meeting – Annual General Meeting 14/05/19 at 7pm in the Internet Café, the Bear Car Park