

Burwash Parish Council

Minutes of the Meeting

Held on the 8th October 2019, at 7.00pm in the Pavilion, Burwash Common & Weald Playing Field.

Please note meeting reports are available at: <http://www.burwashparish.org.uk/minutes-and-reports.html>

Present

Chair - Cllr McBride MBE, Cllr S. Moore, Cllr Caulkin, Cllr Franklin, Cllr N. Moore, Cllr Newman, Cllr Newson, Cllr D. O'Neill, Cllr Rees

Public Time

Members of the public raised the following:

a. Main Car Park – The hedging by the new house has not been completed.

ACTION: Clerk to check and contact resident

b. The hedge cutting has not yet commenced. Mr Peter Pope offered to identify hedges in the parish in need of cutting.

c. The drains at the top of Shrub Lane are overflowing.

ACTION: Clerk to report the urgent need for clearance.

d. Footpath signs missing at Footpath 61.

ACTION: Clerk to pursue.

e. Salt bins:

i. Salt bins in the Parish need topping up

ii. Resident reminded Council that it had previously agreed to put in a new Salt bin at Highfields.

iii. The salt bin by the Fire Station needs a new lid

ACTION: Clerk to pursue.

f. A resident asked if the Administrator salary was within budget. Council said that the decision had been made to divide the Clerk's role into two sections - administrative and governance. The aim was to make the split budget neutral in the long run, but the Clerk's salary may be slightly over spent at year-end due to the unexpected level of costs for the (previous) locum Clerk.

2. Apologies for Absence

Apologies received and noted from – Cllr Kenny, Cllr Wraight and District Cllr. Kirby-Green.

3. Disclosures of Interest

No declarations made.

4. Report from County and District Councillor.

- County Cllr. John Barnes advised that County was still awaiting details of funding. Further savings would need to be made until 2022, as it would be 'one off' funding which is difficult to budget for. There is a slight overspend on Social Care, much of which is due to a greater spend on childcare - £5M has been overspent on childcare.
- The poor condition of the A265 is being tackled.
- Strand Meadow - The District Council have advised that any S106 application would be treated as a fresh application, and that no development at Strand Meadow could be approved without social housing.
- Car Park – There should be a lease forthcoming soon (from Ben Hook at Rother District Council) for the Parish Council to review.

- There will be a Full Consultation on street parking and the yellow lines in May 2020. Councillors confirmed that many residents were very concerned about the current position of the double yellow lines. Councillors and residents will work together to ensure that full and frank feedback is given to Rother. County Cllr. Barnes recommended that we should keep a close eye on the Rother website for news on the yellow lines consultation and parking issues

5. To Approve the Minutes of the following Meetings:

RESOLVED – minutes of the Council Meetings held on:

Full Parish Meeting on 10/9/19 – signed by Chair

Planning Meeting held on 17/9/19 – signed by Cllr. I. Rees

Finance Meeting held on 17/9/19 – signed by Cllr. Franklin.

-were all correct records of the meetings.

6. Parish Councillor Vacancy.

As the 14-day Notice period has passed, the Parish Council can now co-opt onto the Council, to fill the 2 vacancies. It was noted that a resident had already expressed an interest in a previous vacancy and that Council had agreed to co-opt him at the next opportunity.

ACTION: Cllr. S. Moore agreed to contact the resident.

7. Clerk Vacancies.

- a. Councillors heard there had been 5 excellent candidates for the post of Administrative Officer. After interviews, Rachel Guernier was appointed, with a 14th October start date. Councillors agreed an induction programme for Rachel. The administrator's core hours and times in the office will be agreed with Rachel, with flexibility to reflect evening meetings and school holidays. Once agreed, the times when the Parish Office will be open will be published locally. The planned and budgeted refurbishment of the Parish Office, to include a connecting door between the Internet Café and Parish Room, will start as soon as is practical.

ACTION: Quotes will be obtained from three local contractors (Cllrs Moore and McBride) and Cllr Newman will source signage for The Parish Office and The Parish Room (Internet Café)

- b. The appointment of Sylvie Franklin as Acting Clerk/RFO was confirmed. Council thanked her for her work to date. It was agreed that the Acting Clerk would send her monthly total of hours worked to the Chair for approval; the Chair would then send these to Adam Watts, who deals with the payroll.

8. Correspondence to the Clerk

- a. Rye Green Farm.

The problem of the Barn at Rye Green Farm was discussed – it was a slow process, there should be a meeting with National Trust. County Cllr. Barnes said that listed building consent would not be required. There was no change of use. It was agreed that Cllr. Kenny should arrange a meeting with National Trust. Cllr McBride to liaise.

- b. Playground Inspections. It is not the responsibility of the Parish Council to be involved in the determination of inspections of the playgrounds at either of the Playing Fields.

- c. Burwash British Legion Poppy Dinner. This will take place at the Bear on the 11th November, and Cllr. Caulkin will represent the Parish Council.

The Remembrance Day Services will be held on Sunday 10th November; the Chair gave her apologies as she will not be able to attend. The Parish Council representative at the Burwash Common (St. Philip's) wreath laying will be Cllr. Franklin, and at the Burwash

War Memorial (St. Bartholomew's) Cllr. O'Neill will represent Council, with Cllr. Newson in reserve. The members authorised the purchase of the Wreaths.

Action: Cllrs Franklin and O'Neill. Clerk to purchase Wreaths.

- d. An email had been received from the PCSO reporting that some residents had seen a group of people wearing lanyards in Morris Close, and were concerned. Members were unable to shed any light on this.
- e. There had been an email from a person offering to collect unwanted clothing etc to pass on to the Charity Scope, but as there was no apparent official connection, it was agreed that this should not be endorsed by the Council.
- f. Citizens Advice Bureau had sent a poster to publicise a helpline for those with problems paying their Council Tax – this would be displayed on the website.

ACTION: Cllr McBride

- g. An email signed by a number of residents expressed concern that people who had parked their cars on the verges at the *Prospect Cottages* Car Park had received parking fines from Sussex Police. Complaints had been sent to Rother as the car park was overgrown and poorly maintained (overgrown) and marked, thereby reducing the spaces available, but nothing had been done. People had received fines totalling £400. It was reported that the PCSO would issue a pink 'unofficial' ticket, but that once these tickets were processed they were being classified as 'dangerous' parking, upping the penalty level. Residents maintained that, though the cars had been parked on the verge, there had been no obstruction of the pavement. County Cllr. Barnes said that parking tickets should only be issued if the car was parked dangerously and questioned whether the ticketing was legally correct. He advised the Parish Council to raise it formally, copying both him and Huw Merriman MP in.

Negotiations regarding this car park and the car park at The Bear were ongoing. County Cllr. Barnes said he would chase Rother regarding the maintenance of Prospect car park.

ACTION: Cllr. O'Neill to arrange a meeting with the PCSO.

- h. Rother Rural Trust. The email will be put on the website with information on grants
ACTION: Cllr. Newman will investigate the requested donations.
- i. Community Grants Scheme. County Cllr. Barnes reminded the members of the CIL bids process and that Ticehurst had received £130,000 under this scheme.

ACTION: Clerk to add discussion on projects and potential grants to November agenda

9. Finance (standing item)

The Chair of Finance Committee reported on:

- a. The Bank Balances as at 30/9/19 were: Current - £48,749.56, Savings - £23,782.29.
- b. Cllr. Franklin felt that more funds should be held in the Savings account, to earn more interest, low as the rate is, and that this would be easier with Internet Banking.
- c. **RESOLVED:** The following payments schedule has been approved:

Payments Schedule -	DD/SO/	INV,	Net	VAT	Gross	Details		
8th October 2019	CHQ	Date						
SSALC	102475	04-Oct	60.00	12.00	72.00	Cllr. Franklin ESALC Conf. 10/10		
Uniserve	102476	23-Sep	29.00	5.80	34.80	Re emails deleted in error		
Uniserve	102477	01-Oct	136.80	27.36	164.16	Office 365 - users		
Came & Company - Insurance	102474	10-Sep	1,611.02		1,611.02	Insurance Renewal		
Pet Waste Solutions S/O	SO	04-Oct	95.33	19.07	114.40	Dog waste bins service		
Pet Waste Solutions (extra bin)	102478	04-Jan	23.83	4.77	28.60	Dog waste bin		
Data Protection Fees	102480	13-Sep	40.00		40.00	DD Mandate to be completed		
PKF Littlejohn LLP	102482	24-Sep	300.00	60.00	360.00	External Audit 2018/19		
Laurence	102483	01-Oct	62.66		62.66	Handyperson		
Kingscourt Agricultural Services	102484	05-Oct	110.00	22.00	132.00	Down Meadow cut.		
					2,619.64			
Moles Consultancy	102481	27-Aug	1,050.00		1,050.00	Cllr. N. Moore to query.		

The cheque for Moles Consultancy was not processed, as Cllr. S. Moore said he needed to query it with the company. Councillors agreed that payment could proceed once Cllr Moore had clarified the question area.

The Insurance cover for the Kipling Statue had been increased by £3,000, but as this increase was requested after the renewal date, the renewal cost would be added to next year's premium.

- d. Members have received and noted the Statutory Balance Sheet and Income and Expenditure Report, Statement of Earmarked Reserves, Bank reconciliation.
- e. Internet Café donations for September - £33.70
ACTION: Cllr Rees will set up the next liaison meeting with internet café volunteers - to include confirmation of a H&S training date.
- f. Jobs for the Council's Handyperson. Cllr. S. Moore is producing a list for Laurence, from the many responses in the Neighbourhood Plan.
ACTION: Laurence will be asked to paint the metal parking bollards on the High Street.
- g. The quote for the purchase of the laptop for the Administrative Officer, and a mobile phone, to be used as a contact for the Parish Council was discussed and agreed.
RESOLVED. To proceed with the purchase of the laptop and phone.
- h. Budget for Year 2020/21. The next meeting of the Finance Committee is scheduled for 21st October, and the members will then start the Budget process.
ACTION: Councillors were asked to look at their workstream activities and make suggestions on priorities to Finance Committee to enable Council to work towards a Budget that reflected the Rolling Plan.

10. Finance and Administration Workstream

- a. Internet Banking. Cllr. Franklin is now set up with Internet Banking, and the other two signatories – Cllr. McBride and Cllr. S. Moore are to go to Barclays to set themselves up.
- b. Financial Regulations. **RESOLVED:** To adopt the Financial Regulations 2019, with the slightly more conservative limits, as set by Cllr. Newson. It was agreed that it should be diarised to consider next year's new Financial Regulations in April. The Chair and members thanked Cllr. Newson for her hard work in studying this document.
- c. Annual Governance and Accountability Return (AGAR). The Audit for the year ending March 2019 has been completed and the Certificate received, a copy of which is on the Notice Board and on the Website. All basically in order, apart from a minor problem: in the accounts 19 grit bins were marked as new, whereas they were probably existing bins, but now included in the Asset Register. The Council has until the next Financial

Year to correct this. The Regulations state that copies of the Accounts are available to residents to buy for £5., as stated on the Website.

- d. Online Mapping Training. Cllr. Franklin to attend.

The Chair thanked Cllr. Franklin for his efforts during the difficult time when the Council has not had a permanent Clerk.

11. Neighbourhood Plan (Standing Item)

Cllr. S. Moore gave an update. A date was due to be set for the Steering Group to meet after the initial date had to be cancelled. The final document would go to Rother, then the Inspector. The problem was still that there were insufficient development sites identified, as only sites of 6 or more dwellings counted. The larger sites identified had been rejected; ie Denton and Swan Meadow, but development on the AONB was not welcomed. Unfortunately, it laid Burwash open to the charge of 'Nimbies', and it was felt that this idea should be strongly refuted on the opening pages of the Plan.

12. Planning (Standing Item)

- a. Hoardings at Swan Meadow. The members were concerned that Rother had not taken steps to order Park Lane to remove these advertisements. **Action:** the Clerk to write to Enforcement.
- b. Enforcement List - ENF/95/19/BUR – Annexe at Bough Farm, Heathfield Road, Burwash Weald - change of use of Annexe. The Enforcement notice was noted.
- c. The Planning Committee has asked that BPC invite Susan Prochak, the Deputy Leader of Rother District Council and Vice Chair of Planning, to a meeting with 2 or 3 Councillors to discuss local planning issues.
ACTION: Cllr. N Moore to draft invitation letter for the Chair.
- d. It had been decided that Planning meetings would be scheduled on a regular day in between the full Council meetings. Date tbc.

13. Community and Communications Workstream

- a. The Welcome document. **RESOLVED** to adopt the Welcome document, and the Councillors thanked Cllr. Newman for his work on this project. The updatable pack will shortly be on the website with the appropriate links. It was noted that the CT Occupancy list sent out by Rother would be a useful tool in identifying new residents, to whom the Welcome letter could be sent. It was agreed that there should be more links to items of interest in the Weald and Common, to balance the pack.
- b. The Communications template for Councillors will be put on the website.
- c. Christmas Festive arrangements. Cllr. Franklin volunteered to look after the decorating of the tree in the Church.
- d. The chair reported that she was unlikely to be at the November meeting - Councillor S. Moore hoped to be available to Chair the meeting.

ACTION: Cllr Newman agreed to write the Chair's December Parish update for the village magazines.

14. Environment and Maintenance Workstream.

- a. Down Meadow. Cllr. Kenny had now received a report from a boundary expert appointed by a Burwash Resident. On his return from holiday, Cllr Kenny would produce a final report, with recommendations, for a decision to be made at the November full council meeting.

- b. Kipling Statue. A pair of steel spectacles had been sourced so there would be no need to go back to the Foundry. Cllr. N. Moore would contact HMRC regarding the VAT situation on the Statue.
- c. It was agreed the Lime Tree maintenance would go on the November agenda.

ACTION: The Clerk

15. Traffic and Transport Workstream.

- a. The 20mph speed limit open meeting on 5th October had been well attended, and about two dozen comments had been logged.

RESOLVED: Cllr O'Neill and Cllr McBride to take the next steps in line with previous Council resolutions to secure the speed limit changes.

- b. Bear Car Park. Members were sceptical about the usefulness and value of the Condition Surveys carried out by Rother on the Car Park buildings. Councillors said the lack of progress was frustrating, and it was agreed that Cllr. S. Moore would draft a letter to Ben Hook (Rother) for an update, with copy to District Councillor Kirby Green.

16. BT Phone Boxes adoption Scheme

BT had agreed to keep the phone box by The Wheel for the time being, but it is incumbent on all who wish to retain this facility to use it regularly to encourage BT to keep the line going. The phone box at Highfields is due to be adopted by the Council, and so suggestions would be welcomed on how this facility could best be utilised.

ACTION: Cllr Caulkin will co-ordinate necessary actions on the Phoneboxes.

Councillors then met in private session to discuss confidential employment matters.

There being no other business, the meeting was closed at 9.15pm

Date of Next Meeting – Tuesday, 12th November, 7pm in the Parish Room (Internet Café), Bear Car Park.

Saved as: BPC Oct 19 Meeting v2.doc