

Burwash Parish Council

Minutes of the Council Meeting

Held on the 12th February 2019, at 7.00pm in the Burwash Common Pavilion

Present

Chair Cllr Betty McBride MBE, Cllr Beeston, Cllr Caulkin, Cllr Jenner and Cllr Pope.

Public Time

- a. Councillors were given an overview of issues a resident had raised about an area near Rye Green Farm. Councillors thanked the resident and noted the items for discussion in agenda item 8.c.
- b. A resident asked when the works on the High Street will be completed. Councillors were unsure what works needed finishing and would therefore clarify with East Sussex Highways (ESH). The resident also raised the issue of poorly managed/maintained drains. Members of the public said works had not to have been carried out properly, with many drains missed or only cleaned to a sub-standard. It was reported that, where drains were cleared, debris had been left on the side to be washed straight back in.

RESOLVED – Residents were asked to identify drains where there is an issue and the Clerk will then draw up a list. Inspecting and photographing problem drains will be a feature of Love Burwash Day on 23 March. Problems will then be reported to ESH.

1. Apologies for Absence

Apologies received and noted from – Cllr Franklin, Cllr Kenny, Cllr Mann, Vice-Chair – Cllr Moore and Cllr Vereker.

2. Disclosures of Interest

None Declared.

3. Report from County and District Councillor

District Councillor Cllr Kirby-Green reported that:

- a. The Sussex Police and Crime Commissioner Katie Bourne has confirmed that the police will be raising their precept to £24 per band D household. As part of the increase she has promised to fund a further 100 rural PCSOs. There has been an increased police presence in the Rural Rother areas.
- b. Rother District Council (RDC) is set to increase its council tax by £5.20 for a band D household.
- c. Burwash Car Park has been listed in RDC assets, the Council having just agreed to spend up to £250k exploring the long-term use of asset sites. The District Councillor expressed her concern that there were two sites within Burwash on the list but there had been no discussions with the Ward councillors about any potential plans. Cabinet has requested more detail is brought to Cabinet with maps, priorities and intentions for each site.

RESOLVED – For Cllr Kirby-Green to facilitate a meeting with Ben Hook at RDC with Parish Councillors and the Clerk to discuss the next steps for Burwash Car Park.

4. Accuracy of the minutes of the previous meeting

RESOLVED – minutes of the Council Meetings held on:

- a. Full Council 8 January 2019 were a correct record of the meeting.

5. Correspondence to the Clerk

Full report is available online at burwash.org for correspondence received up to 06/02/19.

- a. The Clerk asked councillors to note the report from the 'Committee on Standards in Public Life'. Chapter five relates directly to Parish Councils and all Councillors need to be aware of the impact and implications of the document.

- b. A resident had contacted the Council asking to review the current Parking Proposal/Advice. Cllr Caulkin had contacted the resident and PCSO for a meeting but would resend the request.
- c. Councillors agreed to send the invoice to the lorry company who will pay for the verge to be repaired. The handyperson has quoted £150 to carry this out for the Council.
- d. Councillors received correspondence asking to move a dog bin.
RESOLVED – To ask for the bin to be moved in the Down Meadow area.

6. Finance (standing item)

The Chair of Finance not being at the meeting, the Clerk reported that:

- a. The bank balances at 31/01/19 were:
 - i. Community account at £23,649.20
 - ii. Savings Account at £23,746.75

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

Payment Schedule	Cheq No.	Amount	
EDF	D/D	£59.00	
Pet Waste Solutions	S/O	£114.00	
Adam Watts	S/O	£15.00	
NEST (pension)	D/D	£221.97	Underpayment 2018/2019 of contributions from Clerk and Council
NEST Feb Payment	D/D	£27.48	Contribution from Clerk and Council
Jane Cheshire	S/O		Clerk's Salary
Kwiktrade - The App Office	102363	£595.00	Website and app development
Electrical Solutions	102364	£90.00	Payable to Matthew Richmond - Christmas lights
HMRC - Jan	102365	£419.25	The RFO noted that both of these payments include the Clerk's and Council's contributions
HMRC - Feb	102366	£244.04	
Jane Cheshire	102367		Additional Salary paid by cheque until S/O changed
Uniserve	102368	£163.20	Setting up web domains
SSALC	102369	£48.00	Elections Briefing Training
Handy Person	102370	£128.95	Re-turfing/cleaning up map area/ grass cut
SSALC	102371	£78.00	VAT Training
Burwash Village Hall	102372	£47.00	Annual Assembly Hire
Cheque to L. Elmslie	102373		A verbal update was given on the situation regarding items purchased without Council's consent
A Frame	102374	£133.49	The Clerk has reviewed 3 options and the original quote request seems the most suitable.
Phill Signs	102375	£535.00	Repair work to the two fingerposts
Pet Waste Solutions	102376	£29.00	Extra bin
Society of Local Council Clerks	102377	£350.00	To enrol online to submit CiICA

RESOLVED – Councillors agreed to sign off cheque no: 102373 for further items which have been bought without prior consent at full council. The final figure is unknown at the moment and the Clerk will send the cheque once the figure is known and receipts have been received.

The RFO made Councillors aware that this resolution went against Burwash Parish Council's own Financial Regulations; Legislation under section 101 of the LGA 1972 Act; a requirement of the internal auditor and a previous resolution made by council in February 2017. Councillors agreed to the action in order to draw a line under the situation. Councillors reconfirmed their support for the Internet Café and praised the volunteers.

- b. Members were asked to receive and note the following reports:
 - i. Budget Monitor
RESOLVED – To pay for the additional expenditure incurred by the Internet Café Funds of £300 will be vired from the 1702 – Hut Overheads budget line.
 - ii. Statement of Earmarked Reserves – Earmarked Reserves now at £36,829.65
 - iii. Bank Reconciliations – Are at £0 as they should be
- c. Internet Café income – When the full funds are returned, the RFO will note in the March meeting the total funds received since September.
- d. Councillors were asked to elect two new members onto the Finance Committee.
RESOLVED – Cllr Beeston was elected onto the Finance Committee.

7. Neighbourhood Plan (NP) (Standing Item)

- a. In the light of the refusal of planning permission for the Strand Meadow development, the NP Group are seeking a further meeting with RDC. The Steering Group is also meeting with the NP Consultant to review our position and identify a date when the final document will be ready to go to Rother District Council. Once a first draft of the NP has been produced this will be circulated to all Parish Councillors and the date for the EGM set. It was noted that Cllr Rees is the Vice-Chair of the NP Group and would provide future updates in Cllr Moore's absence.
- b. Financial report – £2,240 of the grant remaining and £1,094.16 in earmarked funds.

8. Planning (Standing Item)

- a. **Members of the Committee** – Councillors were asked to elect two members to the Planning Committee.
RESOLVED – Cllr Rees and Cllr Franklin were elected.
- b. **Buildings at Rye Green Farm** – Councillors were asked to note the written report and discuss potential engagement with the National Trust (NT) on consultation with residents on any intended plans for the area, the condition of buildings and the site itself.
RESOLVED – For Cllrs Jenner, Pope and Rees (depending on councillors' availability) the Clerk, the District Cllrs and the two residents who live near the site to propose a meeting with the NT Director of London and South East.

9. Elections 2nd May 2019

Councillors received a verbal report from the Clerk. The Clerk confirmed that the Clerk's role is focused on providing nomination papers if people request them, promoting the day of the Election and answering questions from the public on the role of Parish Council and Councillors. All other questions should be directed to the Returning Officer at RDC, Malcolm Johnson. Purdah (the period of time when individual Councillor activity and publicity is restricted) will start on the 25 March. A summary of the key items from the Clerk's training would be sent out to existing Councillors and available to anyone who requests them.

RESOLVED – The Clerk to bring a paper to the March meeting outlining how the Council can raise awareness of the 2 May elections and build interest in standing as a Parish Councillor. All guidance the Clerk receives on election matters will be put onto the website and noticeboards.

10. Internet Café

Councillors received a verbal report on the Internet Café and agreed the next steps:

RESOLVED – To set up a liaison meeting with Volunteers as soon as possible to understand their views and ambitions for the Internet Café. Councillors Caulkin, Beeston, Rees and McBride said they would attend.

RESOLVED – As an interim measure to ensure the Parish Council remains in line with financial regulations, users of the Internet Café will be asked to make donations rather than pay a fee. Current prices for paper/printing and tea/coffee will remain the same but as a suggested donation only. The Clerk will buy a cash box for donations. The Clerk will collect this weekly.

RESOLVED – For the Clerk to be delegated the power to purchase a colour laser printer up to a cost of £300 and a spare set of toners. Funds will come from the earmarked Lottery Grant and any additional funds required will come from 1704 – Internet Café Upgrade budget heading.

11. Community Hub

The 2019 Rolling Plan includes the establishment of a Community Hub. Councillor McBride reported that there had been conversations at a recent Fairfield Surgery Patient Participation Group about the potential for hosting ‘drop in’ sessions in the Parish Huts. In addition, Council has already agreed to improve the Parish Office as a working environment for the Clerk and as a contact point for the public. Given that Councillors would soon be meeting Internet Café volunteers it was proposed to start wider consultations on a Community Hub concept.

RESOLVED – Cllrs Caulkin, Jenner, McBride, Rees to meet to discuss what needs to be done to scope out and plan further consultations on a Community hub.

12. Urban Cuts Contract

Councillors reviewed the draft tender document.

RESOLVED – To accept the draft document and ask the Clerk to obtain quotes for the proposed works. It was noted that the Clerk would work with residents in Burwash Common where a few small sites have been identified for cutting. These sites would be cut by the Parish Council handyperson on an agreed timetable.

13. Love Burwash – 23 March 2019, starting at 10.00 am

Councillors discussed the report on Love Burwash.

RESOLVED – Councillors delegated responsibility to the Clerk to spend up to £100 for equipment and marketing for the day.

RESOLVED – Councillors will help to promote and raise awareness of Love Burwash. The following councillors will take the lead in their areas on the day itself:

Burwash Village – Cllr Rees (with Cllr McBride offering support if needed)

Burwash Weald – Cllr Caulkin

Burwash Common – Cllr Beeston

14. GDPR

Councillors reviewed the new best practice Standing Orders as received from the National Association of Local Councils with the up-to-date legislation and GDPR requirements.

RESOLVED – To accept the Standing Orders in principle. The Clerk would work with the Chair to identify areas which need adjusting and bring the updated document to full Council in March.

RESOLVED – All other documents will be prepared and updated by the Clerk for Councillors to review by the April full Council meeting.

15. Traffic

a. **Traffic Strategy** – Councillors were asked to note that the Chair and the Clerk will be meeting representatives from East Sussex Highways to look at the next steps in detail for progressing the 20mph speed limit through the village.

b. **School Crossing and Road Safety** – The school has received a grant of £400 (facilitated by the PCSO) towards high-viz tabards for the children to wear when walking to and from school and crossing the High Street.

RESOLVED – For Council to pay £260 towards the shortfall to buy tabards for all the children.

RESOLVED – For Council to pay £250 for a children’s education show on road safety (The proposed funds to come from core funds previously allocated to boost school crossing patrol recruitment)

16. Kipling Statue

Councillors noted that the unveiling will be on 15 February at 10.30am. It would be a smaller affair than previously envisaged due to health and safety concerns over a ceremony next to an ‘A’ road. Councillors are looking at a potential ‘Kipling Day’ to celebrate *All Things Kipling* within the village and to stage activities in collaboration with the National Trust (NT). An initial meeting with the NT has been very positive. The finance shows there is £800 remaining in the budget to cover the brown sign costs.

RESOLVED – Councillors noted the budget report with £800 remaining once the income from the Burwash Map is included and assuming the VAT cannot be reclaimed.

RESOLVED – To support the Kipling Day with an outline plan to be presented at the March meeting and a full project plan by the April meeting to give the Clerk enough time to administer the event.

17. Parish Maintenance

Councillors heard from the Clerk that emergency expenditure was needed to replace the rotted fingerpost at the top of Shrub Lane.

RESOLVED – To spend £375 from core funds to replace the fingerpost at the top of Shrub Lane and £160 for the new stronger arms for the fingerpost at the top of School Hill.

18. Road Names

Councillors received recommendations on establishing the boundary between Perryman’s Lane and Fontridge Lane.

RESOLVED – To support the proposed boundary of the two roads as indicated by the Chair of Brightling Parish Council and confirmed by Councillor Jenner.

Meeting Closed at 8.40pm