

Burwash Parish Council

Full Council Meeting 10th August 2021

Burwash Parish Councillors are hereby summoned, and notice given that a Full Council Meeting of Burwash Parish Council will be held on Tuesday 10th August 2021 at 7pm. Please note this meeting will be held at the Pavilion in Burwash Common.

Emma Neil

4th August 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 10th August 2021

For Information Only: This meeting will be a face-to-face meeting following the current Government guidelines. Members of the Public and Press are welcome and encouraged to attend. Due to space requirements, we are operating a booking system. If you would like to attend this meeting, please email the Clerk on parishclerk@burwashpc.org.uk to book and confirm your place at least 24hrs before the meeting.

If you have a question for Councillors, please contact the Clerk to submit the question. Only items on the agenda below will form the basis of discussion and transaction of business. Anything received post the agenda being published will be included on the next committee agenda.

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. Additional Agenda Items.

To consider such other items as the Chairman decides are urgent and due notice of which has been given to the Clerk by 12 noon on the day preceding the meeting.

5. Sussex Greenways.

Presentation to Council from Mr. Nick Hanna on Sussex Greenways.

6. Reports from District & County Councillors.

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

7. Accuracy of the minutes of the previous meeting.

Councillors to receive and **RESOLVE** to adopt the draft minutes of the Full Council meeting held on 13-07-21.

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8. The Neighbourhood Plan. (Standing Item)

Council to receive an update on the latest email correspondence from Rother District Council.

9. Finance Committee.

Cllr. Franklin to give an update on Finance & Administration issues.

Members of the Finance Committee are requested to *accept* the minutes of the meeting dated 03-08-21.

Full Council requested to **RESOLVE** to *adopt* the minutes of the meeting dated 03-08-21.

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

- a. **RESOLVE** to adopt the bank statements as at 30-07-21.
- b. **RESOLVE** to adopt the income & expenditure statements as at 30-07-21.
- c. **RESOLVE** to adopt the bank reconciliation as at 30-07-21.
- d. **RESOLVE** to adopt the statutory balance sheet.
- e. **RESOLVE** to adopt the payments schedules as at 30-07-21.
- f. **RESOLVE** to adopt the Equals Card expenditure statements as at 30-07-21.
- g. **RESOLVE** to agree the recommended grants:
 - i. St Bartholomews Church £1,500.00
- h. **RESOLVE** to agree the contractual increase in hourly rate for the Clerk on successful completion of CiLCA.
- i. **RESOLVE** to agree the recommendation for replacing the handyman after resignation.

10. HR Committee.

Councillors **RESOLVE** to agree the trial increase in hours for the Clerk to 22 per week in place of replacing the Admin Officer role.

11. Planning Committee.

Cllr. Rees to give an update on Planning issues.

Members of the Planning Committee requested to **RESOLVE** to *accept* the minutes of the meeting dated 19-07-21.

Clerk's Note: Minutes from the planning committee held on 09-08-21 are to be submitted to the September Full Council meeting.

Full Council requested to **RESOLVE** to *adopt* the minutes of the meeting dated 19-07-21.

12. Community & Communications Working Party.

Cllr. Newman to give an update on Community & Communications issues.

Members of the Community & Communications working party requested to **RESOLVE** to *accept* the minutes dated 29-07-21.

Full Council requested to **RESOLVE** to *adopt* the minutes of the meeting dated 29-07-21.

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

- i. **RESOLVE** to subsidise refreshments for Love Burwash week (4th – 10th October 2021).
- ii. **RESOLVE** to purchase the chosen noticeboard for the Parish Office at the cost of £1,200.00 + VAT.

13. Environment & Maintenance Working Party.

Cllr. Kenny to give a verbal update on Environment & Maintenance issues.

Members of the Environment & Maintenance working party requested to **RESOLVE** to *accept* the minutes dated 20-07-21.

Full Council requested to **RESOLVE** to *adopt* the minutes of the meeting dated 20-07-21.

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

- i. Application to Rother District Council for a grant through their community grant scheme to replace the bench outside the Parish Office.

14. Traffic & Transport Working Party.

Cllr. Franklin to give an update on Traffic & Transport issues.

Members of the Traffic & Transport working party requested to **RESOLVE** to *accept* the minutes of the meeting dated 02-08-21.

Full Council requested to **RESOLVE** to *adopt* the minutes of the meeting dated 02-08-21.

Clerk's Note: For recommendations to Full Council on the Car Park please see item 15.

15. Car Park Devolvement.

Cllr. Moore to update Council on the status of the car park devolvement.

Full Council **RESOLVE** to agree to the community public toilet scheme & associated costings as outlined in the accompanying report.

Full Council **RESOLVE** to move the item of the community public toilet scheme to the Environment & Maintenance working party.

Full Council **RESOLVE** to set up a sub-group of Councillors and residents to work on the project of devolvement of the car park once the lease has been agreed between the Parish Council and Rother District Council.

16. Policies & Procedures.

None to review.

17. Clerk's Correspondence.

Councillors to review & discuss the Clerk's report on all relevant correspondence received since the last Full Council meeting.

18. Down Meadow.

Councillors requested to **RESOLVE** to agree to exclude the press and members of the public under the power to exclude, Public Bodies (Admission to Meetings) Act 1960.

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

20. Date of next meeting.

Tuesday 14th September 2021 – 7pm – Pavilion Burwash Common.

ENDS