

# Burwash Parish Council

## Full Council Meeting 12<sup>th</sup> April 2022

Burwash Parish Councillors are hereby notified that a meeting of the Full Council of Burwash Parish Council will be held on Tuesday 12<sup>th</sup> April 2022 at 7.00pm at The Pavilion, Burwash Common.

*Emma Neil*

6<sup>th</sup> April 2022

Emma Neil – Clerk & RFO

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## A G E N D A for 12<sup>th</sup> April 2022

**For Information Only:** Members of the Public and Press are welcome and encouraged to attend. If you would like to attend this meeting, please email the Clerk on [parishclerk@burwashpc.org.uk](mailto: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 advice. Anything received post the agenda being published will be included on the next agenda for discussion.

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**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. Reports from District & County Councillors.**

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

**6. Accuracy of the minutes of the previous meeting.**

Councillors to receive and **RESOLVE** to adopt the minutes of the Full Council meeting on 08-03-22 as an accurate record of the meeting.

**7. The Neighbourhood Plan. (Standing Item)**

Council to receive an update on the recent steering group meeting, the latest status of plan and the points moving forward.

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### 8. Parish Council Emergency Plan.

Councillors to consider and **RESOLVE** to agree the format of the emergency plan in relation to the example provided.

### 9. Young Parishioners.

Councillors to discuss and **RESOLVE** to agree the format of the Young Parishioners working party and points moving forward.

### 10. Rother Association of Local Councils (RALC).

Councillors to consider and note the minutes of the last RALC meeting.

### 11. Enforcement Meeting.

Cllr. Franklin to update Councillors on the most recent Enforcement meeting.

Full Council requested to **RESOLVE** to discuss decide on recommendations or actions arising from the meeting.

### 12. Annual Parish Assembly.

Councillors to **RESOLVE** to agree the date of the Annual Parish Assembly as Thursday 26<sup>th</sup> May 2022 at the Village Hall.

### 13. Car Park Working Party.

Councillors to note that there has been no working party meeting since the last Full Council. Cllr. Franklin to give an update on the car park maintenance & public toilets.

### 14. Finance & Administration 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 05-04-22.

Full Council requested to *adopt* the minutes of the meeting dated 05-04-22.

Members of the Finance Committee recommend Full Council the *adoption* of the following documents / resolutions:

- a. **RESOLVE** to adopt the bank statements as at 31-03-22.
- b. **RESOLVE** to adopt the income & expenditure statements as at 31-03-22.
- c. **RESOLVE** to adopt the bank reconciliation as at 31-03-22.
- d. **RESOLVE** to adopt the statutory balance sheet.
- e. **RESOLVE** to adopt the payments schedules as at 31-03-22.
- f. **RESOLVE** to agree the dates of the public rights of inspection as Monday 13<sup>th</sup> June to Friday 22<sup>nd</sup> July 2022.
- g. **RESOLVE** to agree to a trial period of bringing the Finance Committee into Full Council.
- h. **RESOLVE** to agree the current financial risk assessment.
- i. **RESOLVE** to agree the current fixed asset register.

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- j. **RESOLVE** to discuss and decide on the number of dog waste bins considering the change in legislation.
- k. **RESOLVE** to agree to the movement of the year end balance of £29,527.90 into reserves and the further movement of that figure into the following EMR:
- £10,000 into Traffic EMR
  - £400 into War Memorial EMR
  - £500 into Telephone Box EMR
  - Balance of £18,627.90 into core reserves to make 4.8 months of core reserves based on the precept of £105,792.
- l. **RESOLVE** to increase the hourly rate of pay for the handyman position to £15 per hour.

### 15. Planning Committee.

Cllr. Stapylton-Smith to give an update on Planning issues.

Members of the Planning Committee requested to **RESOLVE** to *accept* the minutes of the meeting dated 04-04-22.

Full Council requested to *adopt* the minutes of the meeting dated 04-04-22.

### 16. Community & Communications Working Party.

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

Members of the Community & Communications working party are requested to *accept* the minutes of the meeting dated 07-04-22.

Full Council requested to *adopt* the minutes of the meeting dated 07-04-22.

Full Council to **RESOLVE** to agree to the final decision on the Queens Jubilee commemorative gift from the Parish Council.

Cllr. Newman to update Full Council on the following items:

- Community noticeboard.
- Parish Noticeboard.
- Parish Room history showcase.
- Spring Clean feedback.
- How the Council presents itself questionnaire feedback.

### 17. 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 15-03-22.

Councillors **RESOLVE** to agree to the response to the Glover Report.

Full Council requested to *adopt* the minutes of the meeting dated 15-03-22.

- Update on allotments.
- Update on tree planting for the Queen's Jubilee.

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### 18. 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 dated 10-03-22.

Full Council requested to adopt the minutes of the meeting dated 10-03-22.

Full Council are requested to **RESOLVE** the project to upgrade the bridleway access from Lower Bough Farm to Spring Lane and onwards to Stonegate station for the use of cycles.

### 19. Business Plan.

Cllr. Franklin to update Councillors on the Business Plan document and the use of Planner on Microsoft 365.

### 20. Support for the Ukraine.

Councillors **RESOLVE** to discuss and agree the proposed grant.

Councillors **RESOLVE** to discuss and agree the practical use of the parish rooms and further support from the parish council.

### 21. Policies & Procedures.

No policies to review.

### 22. Clerk's Correspondence.

Full Council to discuss the submitted report from the Clerk regarding correspondence since the last Full Council meeting.

### 23. Westfield Down & the Wider Parish Impacts.

Due to the context of this agenda item it will be held as a closed session to review the legal advice received under the Public Bodies (Admission to Meetings) Act 1960. The public and representatives of the press and broadcast media will be excluded from the meeting during the consideration of this item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Councillors **RESOLVE** to agree to permit Jane Clarke, Clerk & RFO of Westfield Parish Council to address Council on this matter during this closed session.

### 24. Items for noting or including on the future agenda.

- Annual Parish Meeting: Election of Chairperson for Burwash Parish Council.

### 25. Date of next meeting.

Annual Parish Meeting: Tuesday 10<sup>th</sup> May 2022 – 7pm – Parish Rooms, Burwash.

**ENDS**