

# Full Council Meeting

## Burwash Parish Council

---

Minutes of the Full Council meeting of Burwash Parish Council held on  
Tuesday 9<sup>th</sup> January 2024 at 19.00. The meeting was held in the Parish Rooms in Burwash.

---

**Members Present:** Cllr. K. Lloyd (Chair), Cllr. R. Franklin (Vice Chair), Cllr. C. Chapman, Cllr. N. Crabtree,  
Cllr. S. Chambers, Cllr. T. Johns, Cllr. S. Franklin, Cllr. C. Mears, Cllr. T. Freedman,  
Cllr. B. Newman and Cllr. P. Hills.

---

**Also Present:** Cllr. E. Kirby-Green & Cllr. J. Barnes.

---

**Apologies:** Cllr. B. Pickering.

---

### Members of the Public:

There were 4 members of the public present.

**Meeting opened:** 19.00.

#### 1. Public Time.

- a. A resident requested an introduction to all Council members. All Councillors introduced themselves to the public.

#### 2. Apologies for Absence.

As above.

#### 3. Disclosures of Interest.

Cllr. Johns disclosed a personal interest in item 09.3. The Clerk confirmed that Cllr. Johns would not be eligible to vote on that item.

#### 4. Reports from District & County Councillors.

Cllr. Kirby-Green reported the following items:

- Ongoing issue with potholes across E. Sussex. Plea to continue reporting potholes and submit photographs where it is safe to do so.
- Two sections of the A265 will be patched in February, weather dependent.
- Ludpit Lane is having drainage works before it's being completely resurfaced.
- The capacity of gangs to repair the holes is low.
- Good presentation on enforcement from Kemi Erifevieme, the Development Manager for Strategy & Planning at Rother. Changes will be made to the enforcement process to make it more effective.

Cllr. Barnes reported the following items:

- January meetings at Rother have been cancelled due to lack of business.
- Focus currently on savings being made.
- Budget briefing meeting to take place on Thursday to outline where the 2.3m savings will come from.
- Positive outcome of decision to purchase houses to tackle homelessness in the District. Other Districts are suffering larger losses of up to a third of their budget to deal with this issue.
- Income has improved across the District.

# Full Council Meeting

## Burwash Parish Council

---

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

Full Council **RESOLVED** to adopt the minutes dated 12-12-23 as an accurate record of the meeting.

**6. Finance & Administration Committee.**

**6.1** Full Council **RESOLVED** to adopt the bank statement presented for December 2023.

**6.2** Full Council **RESOLVED** to adopt the Income & Expenditure statement presented for December 2023.

**6.3** Full Council **RESOLVED** to adopt the bank reconciliations for December 2023.

**6.4** Full Council **RESOLVED** to adopt the Statutory Balance Sheet.

**6.5** Full Council **RESOLVED** to adopt the payment schedule presented as at 31-12-23. (Appendix A).

**6.6** Full Council **RESOLVED** to reinstate the separate Finance & Administration Committee.

Full Council further **RESOLVED** to vote the following Councillors onto the Finance & Administration Committee:

- Cllrs. Lloyd, Frankin (R), Franklin (S), Hills, Chambers & Newman.

**7. Business Plan 2023-2025.**

Full Council **RESOLVED** to adopt the submitted business plan and the associated forecasts.

**8. Parish Priority Survey Results.**

Full Council **RESOLVED** to defer this item to the next Full Council meeting following a review at the next Community & Events Working Party meeting.

**9. Planning Committee.**

**9.1** Members of the Planning Committee **RESOLVED** to agree that the minutes of the meeting dated 04-01-24 were an accurate record of the meeting.

**9.2** Full Council **RESOLVED** to adopt the minutes as above as an accurate record.

*[Meeting Paused: 19.27]*

*[Meeting Resumed: 19.28]*

**9.3** Councillors reviewed the revised plans and **RESOLVED** to support the planning application reference: RR/2023/2419/P: Overshaw, Batemans Lane, Burwash, TN19 7DT.

**10. Community & Events Working Party.**

**10.1** Full Council noted that the next meeting is scheduled for 18-01-24. Cllr. Newman noted that this is a free to attend, open invitation to discuss how the parish council communicate with residents and to look at potential events for 2024/25.

**11. Environment & Maintenance Working Party.**

**11.1** Full Council noted that the next meeting is scheduled for 11-01-24. Cllr. Johns noted that full costings for the proposed generators in relation to the emergency plan will be brought to Council at the February meeting.

**12. Traffic & Transport Working Party.**

**12.1** Full Council noted that the next meeting is scheduled for 06-02-24.

**12.2** Cllr. Franklin noted that GTA Civils have indicated that a 20mph limit could be achieved for approximately £50k. Breakdown to be circulated for the next meeting.

# Full Council Meeting

## Burwash Parish Council

---

- 12.3** Full Council **RESOLVED** to defer this item to the next meeting.
- 12.4** Cllr. Franklin reported that the feasibility study has been submitted to Highways to assess the safety of School Hill.
- 12.5** Full Council **RESOLVED** to agree to fund the 3 requested speed surveys to assess the speed limit of the A265 by Burnt House Farm. Costs for this are set at £1,800.
- 13. Young Parishioners Working Party.**
- 13.1** Cllr. Crabtree noted no update.
- 14. Public Toilets Building Update.**
- 14.1** Clerk reported that a preliminary meeting has taken place with Coxdown Construction to determine some of the provisional costs on the tender quotation. The Clerk also reported that the refurbishment could be achieved through permitted development but that final confirmation of this needed to be obtained from pre-planning at RDC.
- 14.2** Full Council **RESOLVED** to defer this item to the next meeting.
- 15. Car Park.**
- 15.1** The Clerk reported that the lighting works have now been completed and all lights are now working.
- 15.2** Full Council noted the relevant permissions received from RDC regarding the trees on the boundary. The Clerk reported that the surgeons are planning to complete the tree works by the end of February.
- 15.3** Full Council **RESOLVED** to agree to the £3,000 funding for the tree works.
- 15.4** Full Council **RESOLVED** to delegate this item to the Traffic & Transport Working Party and agreed it is an important element of the car park, but Council is not yet in a position to implement.
- 16. Village Hall.**
- 16.1** The Clerk reported that a meeting with the Chair of trustees is scheduled for 16-01-24. No further update from AiRS is available regarding the governing document changes.
- 17. Policies & Risk Assessments.**
- 17.1** Full Council **RESOLVED** to adopt the proposed Vexatious Policy.
- 18. Community Hub Project Update.**
- 18.1** The Clerk reported that high level costings and initial sketches will be available at the February Full Council meeting.
- 19. Clerk's Correspondence.**
- 19.1** The Clerk provided the following update:
- 19.1.1** Email received and copied to all members of the Council from BCWRA. Full Council **RESOLVED** to request that the Clerk provide a formal response.  
The Clerk noted 2 other emails received for action and have been passed to the relevant working group for consideration.
- 19.1.2** Council discussed the need for more effective broadband signals for residents of Spring Lane and Batemans Lane. Clerk to speak to Brightling Clerk regarding their recent project.
- 19.1.3** Council discussed the request from residents for a memorial bench. Clerk to obtain family consent and place the item on the agenda for discussion at the next meeting.

# Full Council Meeting

## Burwash Parish Council

### 20. East Sussex Local Transport Plan Consultation.

20.1 Full Council **RESOLVED** to delegate the Council response to the Clerk.

### 21. Standards & Procedural Complaints regarding planning application ref: RR/2022/840/P & RR/2022/2690.

Full Council **RESOLVED** to agree to remove the public from the meeting and enter into closed session, under the Public Bodies (Admission to Meetings) Act 1960.

### 22. Down Meadow.

Full Council **RESOLVED** to agree to continue in closed session under the Public Bodies (Admissions to meeting) Act 1960.

Full Council **RESOLVED** to adopt the following Councillors onto the Down Meadow Committee:

- Cllrs Franklin, Freedman, Johns & Pickering.

### 23. Items noting or including on a future agenda.

Deferred items from above.

No new items requested.

### 24. Date of the next meeting.

Tuesday 13<sup>th</sup> February 2024 – Parish Rooms, Burwash.

**Meeting Ends 20.28**

X

Cllr. Keith Lloyd  
Chair, Burwash Parish Council

### Appendix A: Payment Schedule as at 31-12-23.

As at 31-12-23	Payment Schedule 31-12-23						
Payee	Date	Ref	Net	VAT	Gross	Details	Status
Opus Energy	01-Dec	0517	76.79	3.84	80.63	Electricity Public Toilets	DD
EDF Energy	01-Dec	Int Bank	179.55	9.45	189.00	Electricity Parish Hut	DD
Amazon	05-Dec	0518	16.66	3.33	19.99	External electrical socket Xmas tree	Debit Card
Adobe Acrobat	05-Dec	0519	16.64	3.33	19.97	PDF Editor Tool	DD
Visaprint	06-Dec	0520	34.57	6.92	41.49	Banner for Christmas tree sponsorship	Debit Card
Caroline Huband	07-Dec	0521	213.60	0.00	213.60	Public toilet cleaning to 10th Dec 2023	PAID
Scott Chambers	07-Dec	0522	33.33	6.67	40.00	Lights Parish Christmas tree refund	PAID
Jonathan Gaines	11-Dec	0523	216.00	0.00	216.00	Handyman invoice to Dec 2023	PAID
Rother Association RALC/NALC	12-Dec	0524	94.00	0.00	94.00	RALC & NALC subscription	PAID
Alfa Electric Ltd	12-Dec	0525	1289.99	258.00	1547.99	Car park light repair	PAID
Terry Johns	12-Dec	0526	15.00	0.00	15.00	Keys for village hall as custodian refund	PAID
Rother District Council	12-Dec	0527	99.00	0.00	99.00	VAT due on previous invoice	PAID

# Full Council Meeting

## Burwash Parish Council

Mailchimp	18-Dec	0528	25.80	0.00	25.80	Mailshot HTML programme for ebulletin	Debit Card
Giffgaff	18-Dec	0529	5.00	1.00	6.00	Clerk's mobile phone	DD
Zoom	18-Dec	0530	12.99	2.60	15.59	Video conference license	DD
Daisy (xln Communications)	22-Dec	0531	25.29	5.06	30.35	WiFi parish hut & office	DD
Tamar Telecom	27-Dec	0532	5.50	1.10	6.60	Landline Parish Office	DD
Viking	29-Dec	0533	176.97	35.39	212.36	Toilet roll public toilets	Debit Card
<b>TOTALS</b>			<b>2536.68</b>	<b>336.69</b>	<b>2873.37</b>		
<b>GRANTS</b>							
<i>None to note</i>							
<b>TOTALS</b>			<b>0.00</b>	<b>-</b>	<b>0.00</b>		
<b>SALARIES</b>							
E.Neil	29-Dec				tba	Dec Salary	PAID
Nest Pension	15-Dec				379.18	Dec Pension Contributions incl backpay	DD
HMRC	tbc				tbc	Paid quarterly	DD
<b>EXPENSES</b>							
<i>None</i>							
<b>GRAND TOTAL</b>			<b>2,536.68</b>	<b>336.69</b>	<b>2,873.37</b>		

**ENDS**