

Full Council Meeting

Burwash Parish Council

Minutes of the Full Council meeting of Burwash Parish Council held on Tuesday 12th December 2023 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. B. Pickering, Cllr. C. Mears, Cllr. T. Freedman, Cllr. B. Newman and Cllr. P. Hills.

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

Apologies: None.

Members of the Public:

There were 2 members of the public present.

Meeting opened: 19.00.

1. Public Time.

- a. A resident requested an update on the closed footpath on the high street where a sink hole has appeared. The Clerk noted that there is a meeting with Highways being held on 13-12-23 where this will be discussed.
- b. A resident and Council discussed engaging young people in the Parish Council. The council requested that the Clerk write to the 3 local secondary schools to engage with A-Level Politics students with an invitation to engage at a local level.
- c. A resident noted that the drains aren't being cleared properly or on a regular enough basis. Cllr. Kirby-Green noted that this has been accepted by Highways and changes are being made to both the frequency and the scheduling of drain maintenance.

2. Apologies for Absence.

As above.

3. Disclosures of Interest.

None disclosed.

4. Reports from District & County Councillors.

Cllr. Kirby-Green reported the following items:

- The high street is going to be resurfaced by the end of the financial year.
- A pothole review board, Chaired by Cllr. Hollinge, is reporting recommendations. A copy of the report will be circulated once available.
- Confirmation that Highways are changing their approach to how they clear rural drains in the County. More work will be completed within daylight hours and doubling up on clearing will be completed in the Winter months.
- Focus on potholes and the standard of repair needs further work. Highways have been requested to look at where the flooding in the roads is because the road surface isn't correct.

[Meeting paused: 19.18]

[Meeting resumed: 19.20]

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Cllr. Barnes reported the following items:

- Local Plan – confirmed that the initial consultation will be had in Spring 2024.
- Rother District Council (RDC) has built 400 houses this year but has not achieved the 5-year housing plan.
- The High Weald Area of Outstanding Natural Beauty is now referred to as the National Landscape, but the building bias is still not tilted in favour of development in the National Landscape.
- RDC are projecting 3.8m of debt but hopes to provide 3.3m of savings.
- Successes have been made through the RDC homelessness project meaning the financial burden on RDC has been less than in other authorities.
- An enforcement task force has been set up to review enforcement issues in Rother.

5. Accuracy of the minutes of the previous meeting.

Full Council **RESOLVED** to adopt the minutes dated 14-11-23 as an accurate record of the meeting.

6. RALC Meeting & Parish Council Conference.

Cllr. Franklin noted that the RALC meeting was cancelled to be rescheduled for the New Year.

Cllr. Franklin & Cllr. Lloyd attended the Parish Council Conference and agreed that the sessions were very useful.

Action: Clerk to circulate the presentation slides to Full Council once received.

7. Finance & Administration Committee.

7.1 Full Council **RESOLVED** to adopt the bank statement presented for November 2023.

7.2 Full Council **RESOLVED** to adopt the Income & Expenditure statement presented for November 2023.

7.3 Full Council **RESOLVED** to adopt the bank reconciliations for November 2023.

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

7.5 Full Council **RESOLVED** to adopt the payment schedule presented as at 30-11-23. (Appendix A).

7.6 Full Council **RESOLVED** to adopt the proposed changes to the EMR funding as per the submitted report.

7.7 Full Council **RESOLVED** to delegate to the Clerk the discussions regarding a grant for the Burwash Christmas lunch.

7.8 Full Council **RESOLVED** to delegate to the Clerk the costing and implementation of a new dog waste / dual litter bin at the Burwash Common Playing Fields.

7.9 Full Council **RESOLVED** to formally write off the outstanding balance of £10.42 relevant to the Sark Skies grant initiative with the High Weald AONB Unit.

8. Parish Priorities Survey Results.

Councillors **RESOLVED** to defer this item to the January Full Council meeting.

Action: Clerk to place engagement with the community, extended parish survey onto the January agenda.

9. Business Plan 2023-2025.

Councillors noted that this item should be linked to item 10.

10. 2024-2025 Budget.

Councillors **RESOLVED** to increase the precept request by 7% to allow for inflation.

Councillors **RESOLVED** to request £113,198 as the Council precept for 2024/25.

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11. HR Committee.

- 11.1 Councillors **RESOLVED** to amend the Clerk's contract to reflect 37hrs per week.

12. Planning Committee.

- 12.1 Cllr. Lloyd provided a verbal update from the previous meeting.
- 12.2 Members of the Planning Committee **RESOLVED** to agree that the minutes of the meeting dated 07-11-23 were an accurate record of the meeting.
Councillors **RESOLVED** to adopt the minutes as above.
- 12.3 Councillors **RESOLVED** to agree the following Councillors onto the Planning Committee:
- Cllrs. Freedman, Hill & Pickering.

13. Community & Events Working Party.

- 13.1 Cllr. Newman updated Councillors on the following:
- Community Noticeboard: It's now in the office waiting to be put up. Cllr. Chambers volunteered to help.
 - Parish Council Christmas Tree: Councillors noted thanks to C.Waterhouse & Sons for sponsoring the tree this year.
Thanks also to Cllr. Crabtree & Cllr. Chambers for putting up the tree and banner.
 - High Street Christmas Lights: Councillors thanked Joe Clancy and his team for putting up the lights on the high street and to the residents who kindly provide access to electricity through the Christmas period.
- 13.2 Cllr. Newman confirmed that the next meeting is scheduled for 18-01-24.

14. Environment & Maintenance Working Party.

- 14.1 Cllr. Johns provided a verbal update on the provision of generators as part of the emergency plan & confirmed that he was sourcing information on portable generators that work on gas which are more cost effective.
- 14.2 Members of the Environment & Maintenance Working Party **RESOLVED** to agree that the minutes of the meeting dated 23-11-23 are an accurate record of the meeting.
- 14.3 Councillors **RESOLVED** to adopt the minutes as above.
- 14.4 Councillors **RESOLVED** to request that the Clerk approach Wild About Burwash about the wildflower trial and explore the relevant permissions to use the land at the top of Batemans Lane.

15. Traffic & Transport Working Party.

- 15.1 Cllr. Franklin provided a verbal update noting the following:
- GTA Civils have quoted for a simpler scheme offering 20mph on the High Street. Details of the costing are being prepared and will be brought to Full Council when received.
- 15.2 Councillors noted that the minutes of the previous meeting were adopted at the Full Council meeting on 14-11-23.
- 15.3 Councillors noted that the feasibility study for School Hill has been submitted.

16. Young Parishioners Working Party.

- 16.1 Cllr. Crabtree noted no update.

17. Public Toilets Building Update.

- 17.1 Councillors **RESOLVED** to agree to the 2nd tender submitted at a total of £38,118.29 with the following comments:

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- Clerk to speak to successful tender company about reducing landfill and skip hire through careful removal of the clay roof tiles for potential reclamation.

18. Car Park.

- 18.1** The Clerk noted that the two lights needing the cable work are now in good order. The contractor managed to complete the work at a better price using the ducting already in place. The Clerk confirmed parts for the flickering light were on order and it was still under warranty so is being scheduled in once the part has been received.

19. Village Hall.

- 19.1** The Clerk updated Councillors on the current advice received from Action in Rural Sussex (AiRS). Changes need to be made to the governing document. Work is ongoing with the Committee Chair.

20. Policies & Risk Assessments.

- 20.1** Councillors **RESOLVED** to adopt the following policies:
- 20.1.1** Grant Awarding Policy & Application Form.
 - 20.1.2** Grievance Policy.
 - 20.1.3** Health & Safety Policy.
 - 20.1.4** Sickness & Absence Policy.
 - 20.1.5** Staff Conduct Policy.
 - 20.1.6** Tree Inspection & Maintenance Policy.

21. Tree Survey Hornbeam & Down Meadow.

- 21.1** The Clerk reported to Council that quotes were being obtained currently to conduct the items highlighted in red in the survey for Hornbeam.

22. Community Hub Project Update.

- 22.1** The Clerk noted that there was a meeting in early January scheduled to give top line costs and sketches which will be brought to Full Council in the February meeting.

23. Clerk's Correspondence.

The Clerk noted that there was no outstanding correspondence to report.

24. 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.

25. 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.

26. Items noting or including on a future agenda.

None to additionally note.

27. Date of the next meeting.

Tuesday 9th January 2024 – Parish Rooms, Burwash.

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Meeting Ends 20.59

X

Cllr. Keith Lloyd
Chair, Burwash Parish Council

Appendix A: Payment Schedule as at 30-11-23.

As at 30-11-23			Payment Schedule 30-11-23				
Payee	Date	Ref	Net	VAT	Gross	Details	Status
Opus Energy	01-Nov	0498	72.86	3.64	76.50	Electricity Public Toilets	DD
EDF Energy	01-Nov	Int Bank	179.55	9.45	189.00	Electricity Parish Hut	DD
Douglas Andrews	06-Nov	0499	120.00	24.00	144.00	2nd Repair to Fingerpost School Hill	PAID
People for Print	06-Nov	0500	225.00	0.00	225.00	Newsletter printing & delivery	PAID
Adobe Acrobat	07-Nov	0502	16.64	3.33	19.97	PDF Editor Tool	DD
Terry Parsons	07-Nov	0503	120.00	0.00	120.00	Refund postage of parish newsletter	PAID
Amazon	09-Nov	0504	6.57	1.32	7.89	Plastic punched pockets - Emergency Plan	Debit Card
Amazon	09-Nov	0505	13.23	2.66	15.89	Presentation folders x 2 Emergency Plan	Debit Card
Mailchimp	17-Nov	0506	26.35	0.00	26.35	Mailshot HTML programme for ebulletin	Debit Card
Giffgaff	20-Nov	0507	5.00	1.00	6.00	Clerk's mobile phone	DD
Zoom	20-Nov	0508	12.99	2.60	15.59	Video conference license	DD
Caroline Huband	21-Nov	0510	70.10	0.00	70.10	Additional cleaning for graffitti	PAID
Daisy (xln Communications)	22-Nov	0511	25.29	5.06	30.35	WiFi parish hut & office	DD
Tamar Telecom	24-Nov	0512	5.50	1.10	6.60	Landline Parish Office	DD
Royal British Legion	28-Nov	0513	52.60	0.00	52.60	War memorial flowers	PAID
Orchard Landscapes	28-Nov	0514	3205.94	641.19	3847.13	Urban grass cutting 2023	PAID
F M Nowne	28-Nov	0515	500.00	0.00	500.00	Tree survey Hornbeam	PAID
Amazon	30-Nov	0516	24.98	5.00	29.98	Christmas Tree lights	Debit Card
TOTALS			4682.60	700.35	5382.95		
GRANTS							
Royal British Legion	06-Nov	Int Banking	500.00	0.00	500.00	Donation 2 x wreaths Remembrance Sunday	PAID
St Bartholomews	21-Nov	Int Banking	50.00	0.00	50.00	Donation to Christmas tree festival	PAID
St Bartholomews	21-Nov	Int Banking	1500.00	0.00	1500.00	Grant to Churchyard Maintenance	PAID
St Philips Church	21-Nov	Int Banking	1500.00	0.00	1500.00	Grant to Churchyard Maintenance	PAID
TOTALS			3550.00	-	3550.00		

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SALARIES							
E.Neil	29-Nov				tba	Nov Salary	PAID
Nest Pension	20-Nov				713.30	Nov Pension Contributions incl backpay	DD
HMRC	tbc				tbc	Paid quarterly	DD
EXPENSES							
<i>None</i>							
GRAND TOTAL			8,232.60	700.35	8,932.95		

ENDS